

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, MARCH 7, 2017 – 7:30 P.M.**

Mayor Rudolf E. Boonstra opened the Open Work Session Meeting at 7:30 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 Rudolf E. Boonstra, Committeemen Brian D. Scanlan, John A. Carolan and Timothy E. Shanley

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

Absent: Committeeman Thomas J. Madigan

Mayor Boonstra 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 Carolan.

Kenneth Porro, 15 Pace Drive, is a member of the Ramapo/Indian Hills Regional Board of Education. Mr. Porro indicated to the governing body that it is his board role to be the liaison to the three (3) municipalities. Both schools have opened a bike path around the circumference of the schools. This year's school budget will include replacement of outdoor bleachers at both schools. The budget increase for 2017 is 1.79% and Mr. Porro opined that the current legislation requiring a 2% cap does not provide any incentive to school boards who remain under the 2% cap. However, the consequence to remain under the 2% cap is that a school board is then limited next year by the amount they remained under cap. Mr. Porro advised that the Board of Education's projected enrollments indicate the schools are able to accommodate that number with the current school structure, children who will attend the schools from the Toll Brothers housing development project in Franklin Lakes. Currently, the Board of Education has \$9,000,000 in reserve and maintain a AAA Bond Rating. Committeeman Scanlan asked if the school board was able to bank cap space similar to municipalities. Mr. Porro replied that they are permitted to do so. A question was asked as to what would be the increase for a typical median home in Wyckoff. Mr. Porro indicated the school business administrator is in the process of preparing those figures.

James Savage, 448D Bromley Place introduced himself as a senior citizen and commented that many seniors fought years ago to obtain legislation for a 2% cap on spending. Mr. Savage considers the 2% cap a good thing and does not view anyone being punished underneath a 2% cap. Mr. Savage reminded everyone that seniors on a fixed income, living in Wyckoff where the schools no longer have to submit their budgets to voters for approval, the tradeoff having a budget limitation known as the 2% cap.

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

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

**TOWNSHIP OF WYCKOFF
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TUESDAY, MARCH 7, 2017 – 7:30 P.M.**

Township Committee Reports:

Brian Scanlan:

1. The February Board of Health Meeting was cancelled due to the snowstorm. At the next meeting on Thursday, March 2, 2017, the Board of Health will consider a tree protection ordinance to protect trees during septic construction. The Board of Health will also consider an ordinance to increase the Board of Health food handler's fees.
2. The Parks and Recreation Advisory Board Meeting was cancelled last week due to a lack of quorum. However, the Township Committee would be considering a resolution this evening to award a contract after competitive bidding for a lacrosse skills camp.
3. Mr. Scanlan and Committeeman Carolan reviewed two (2) candidates for vacancies on the Parks and Recreation Advisory Board and will review two (2) additional candidates on Thursday, March 9, 2017.

John Carolan:

1. Mr. Carolan attended a Wyckoff K-8 School Board of Education Meeting where a presentation was provided regarding the provision of special education in the Wyckoff school system. The Wyckoff K-8 System is a leader in providing special education.
2. The DPW has completed the pending work for stump removals and tree trimming during this unusual warm weather period.
3. Mr. Carolan reported that the Wyckoff Volunteer Fire Department will conduct the annual fire inspection process next week. This is a competitive inspection between the three (3) volunteer fire companies which is based on their firefighting skill set and expertise in fire operations. Judges from outside of Wyckoff volunteer to participate in this process. This competition is an outstanding educational opportunity for our firefighters as well as maintaining our fire apparatus. The winner of this competition is our taxpayers.
Mayor Boonstra made mention that the Wyckoff Volunteer Fire Department responded to a structure fire in Glen Rock this morning.

Tim Shanley:

1. Mr. Shanley concurred with Committeeman Carolan the Wyckoff K-8 Special Education Program is second to none.
2. Mr. Shanley had an opportunity to attend the January monthly meeting of the Wyckoff Volunteer Ambulance Corp. and described the volunteers as a truly remarkable core of individual members who maintain their skill set and unselfishly volunteer their time for the benefit of the taxpayers.
3. The March meeting of the Shade Tree Commission has been changed from Tuesday, March 7, 2017 to Tuesday, March 21, 2017 at 6:30 p.m.
4. Mr. Shanley advised that he is a volunteer trustee for the Wyckoff Education Foundation, a non-profit organization to raise funds for special projects and equipment for the K-8 school district and the Wyckoff Education Foundation (WEF) Gala Fundraiser is soon.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, MARCH 7, 2017 – 7:30 P.M.**

Mayor Boonstra:

1. On Sunday, February 26, 217 Mayor Boonstra attended the ceremony in Elmwood Park where Elmwood Park's main thoroughfare, the Boulevard was renamed Mayor Mola Boulevard. Mayor Mola was the Mayor of Elmwood Park for over forty (40) years.
2. Mayor Boonstra attended the JIF Liability Training for Elected Officials on Tuesday, February 28, 2017 with Committeemen Madigan and Shanley in Town Hall.
3. On Thursday, March 2, 2017 Mayor Boonstra met with representatives from P.S.E. & G. along with Police Chief Murphy, Township Engineer DiGennaro, DPW Manager Fisher and Administrator Shannon to review the gas line replacement program for 2017 in Wyckoff. P.S.E. & G. is taking a different approach than in past years by disclosing the locations of these anticipated gas main replacements. The locations include Woodland Avenue, Vassar Street and a section of MaryAnn Lane.
4. Last Saturday, March 4, 2017 Mayor Boonstra attended a session sponsored by Congressman Gottheimer in Oradell Borough Hall focusing on federal grants. Congressman Gottheimer's Staff member, Jake Briggs is available to municipalities for any assistance with acquiring federal grants.
5. This morning, Mayor Boonstra had the honor of attending the Bergen County Joint Insurance Fund (JIF) Safety Awards Ceremony in Washington Township. The Township of Wyckoff, under Mr. Shannon's leadership received two (2) awards; the first award was JIF's highest award, the Platinum Award for the Township's efforts to keep employees safe and the facilities safe for visitors. The Township received the highest score from any other municipality and as such received a \$2,500 grant to be used for safety equipment. Three (3) awards under the special safety improvement category is a program which JIF intended to highlight special safety programs which can be emulated throughout the thirty-eight (38) member insurance consortium. Awards were presented to Laura Leonard, Library Director for the work she performs in drafting room rental procedures, application forms (hold harmless), requirements for certificates of insurance and performing risk management when the Library meeting facilities are rented. The second safety award was presented to Elaine Booth for the first half of 2016 and Nancy Cole for second half of 2016 regarding the work in formulating the Township Committee Newsletter. This communication tool utilizes safety information fifty-two (52) times a year. The third safety award was presented to Krista Hussey for the work she performs drafting and posting community safety messages on the Township's website, weekly e-mails to residents and the Township's social media accounts. The last award was bestowed to the Township Committee for identifying safety as a positive fiscal operation and encouraging the municipality to operate in a safe manner with a genuine concern for its employees and visitors who patron our facilities. Mayor Boonstra that the Administrator for "quarterbacking" this process.
6. A Planning Board Meeting is scheduled for Wednesday, March 8, 2017 and a completeness review will be performed on an application from the Village of Ridgewood to install emergency generators at its seven (7) pump stations located in Wyckoff.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, MARCH 7, 2017 – 7:30 P.M.**

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

The Administrator reviewed the following:

1. A draft resolution (#17-132) which would approve the recommended revisions regarding the PSE&G gas main replacement effort in 2017. The governing body asked a series of questions and determined to add this resolution to the Agenda.
2. A written report from Township Engineer DiGennaro recommending that the Township Committee authorize a privately funded sewer extension on Weisch Lane. This project would extend the sewer for the property owner at 458 Weisch Lane. The Township Engineer listed a series of requirements for the property owner to include bonding, insurance, payment of sewer capitalization fees and a sewer extension agreement prepared by the Township Attorney and recorded in Bergen County. The Township Committee asked various questions specifically, would other residents on the street be able to connect to the sewer main. The Administrator replied that the Engineer's report indicates only two (2) other homes have the possibility of connecting. The property owner had contacted both property owners and both have declined to participate. The Township Committee agreed to add this item to the Agenda as a motion.

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 8:10 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

MOTION: CAROLAN SECOND SCANLAN
CAROLAN YES MADIGAN ABSENT SCANLAN YES SHANLEY YES
BOONSTRA YES

Report of the Administrator:

1. The Administrator provided draft policies that have been developed over a series of three (3) meetings by the Police Subcommittee consisting of Mayor Boonstra, Committeeman Madigan, Police Chief Murphy, the Administrator and Labor Counsel. The impetus of these promotional policies is the current accreditation process the Wyckoff Police Department is presently performing in order to achieve certification. These policies provide a clear criteria for police officers who desire a promotion. The Police Committee has worked diligently on these policies; they have been revised three (3) subsequent times. It is requested of the governing body to take a weekly review of these policies for possible placement of the March 21, 2017 Business Agenda. The Township Committee asked a number of questions and authorized the policies to be placed in ordinance amendment form on the 3/21/17 Agenda.
2. The Administrator reviewed a draft tree protection ordinance. A number of subcommittees have been working on these draft ordinances. The first ordinance, as reported by Committeeman Scanlan will be introduced on Thursday, March 9, 2017 at the Board of Health Meeting to protect trees during septic construction. This draft ordinance provided in the packet would protect trees during zero percent run-off applications. Previously, the Township Engineer and the Building Subcode Official met with members of the governing body stating that these ordinances are the tools that we need to protect trees. It is estimated that these two (2)

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ordinances will cover 90% of the issues related to trees. However, there is one (1) scenario remaining and that is where someone chooses to remove a tree on their property that is not involved with a septic repair or construction permit. Therefore, authority is requested to place this item on the March 21, 2017 Business Agenda.

The Township Committee discussed the tree ordinance and the process and determined that the work performed was significantly effective.

Mayor Boonstra issued a letter to the land-use boards and professional staff advising and reminding same that the protection of trees during land-use reviews are important and ordinances exist to require specific plans to allow these protections to be vetted during the completeness checklist review.

3. Information was provided by Mr. Shannon that the Recreation Director has attended and completed a Bergen JIF Playground Safety Inspection Course.
4. On Saturday, April 1, 2017 at 9:00 a.m. the Annual Team Up to Tidy Up Event will be conducted in Wyckoff. This is the town-wide community cleanup day where resident volunteers collect the accumulated litter from public and quasi- public locations in Wyckoff.
This is the 30th year of the existence of Partners in Pride, a volunteer non-profit civic group in Wyckoff that was founded by Mary & Tom Bugel to beautify and cleanup Wyckoff. The Bugels have devoted a significant amount of their life to this effort and it was suggested that the Township, by the current Partners in Pride President, draft a public service announcement recognizing the Bugels and present a proclamation at the Team Up to Tidy Up Event. The Administrator has provided the governing body with a sample public service announcement and is working on the proclamation. The Township Committee approved this suggestion.
5. The Administrator thanked the governing body for their 100% effort as both he and all governing body members completed the annual JIF liability training which earned \$250 for each person for a total of \$1,500 credit towards the 2017 JIF assessment.
6. The grant prepared by Krista Hussey to Sustainable Jersey for a \$20,000 award has been submitted.
7. Mayor Boonstra sent a letter to the Commissioner of the New Jersey Department of Transportation (NJDOT) requesting an inspection of the Russell Avenue southbound infield area. NJDOT is utilizing this area as a construction yard and the property is in less than acceptable condition. Assemblyman Rooney has also sent a letter to the NJDOT in this regard.
8. The Environmental Commission's Student Film Festival is being promoted for residents to observe these students efforts in promoting environmental concerns and sustainability. These films are being shown at the Wyckoff Free Public Library and at Ramapo High School.
9. The Administrator reported that regrettably, he has received the retirement notice from Paulette Scandone, the Township's Court Administrator. Ms. Scandone has been an employee of the Township of Wyckoff for twenty-two (22) years and performed her position admirably. The Administrator advised that the process for replacing court employees requires the Township to include members of the administrative office of the court concerning the court hiring process. Mr. Shannon will soon be working with Judge Teschon to perform a compliant process and seek a successor to Ms. Scandone.

**TOWNSHIP OF WYCKOFF
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SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, MARCH 7, 2017 – 7:30 P.M.**

10. The Administrator has been requested from the Wyckoff Seniors Club to provide bagpipe and Irish entertainment at their monthly meeting to celebrate St. Patrick's Day on Tuesday, March 14, 2017. Mr. Shannon will accept the seniors request and use his vacation allotment with a performance to commence at the Larkin House.
11. Due to the efforts of the Municipal Clerk, \$1,800 of non-tax revenue has been received in the form of a filming permit. Committeeman Scanlan asked Clerk Santimauro if the annual the annual ethics disclosure forms have been provided from the State. Mrs. Santimauro indicated the forms have not been received to date and has learned the State is revising its forms and/or procedures. As soon as the forms are received, Mrs. Santimauro will disseminate to the governing body.
12. Committeeman Scanlan asked the Administrator on the status of the information regarding the affordable housing fee for 85 Morley Drive. The Administrator replied that a verbal request was received by the Building Department Secretary and Mr. Shannon viewed the code that contains very precise language. The Fire Inspector's report was requested regarding the fire as well as the Building Subcode Official's report which stated that until the building application plans are received, it is difficult to make a recommendation. Once the Building Department's plans are received and the extent of the rehabilitation and/or expansion is known, the Building Subcode Official will provide his recommendation.

Township Attorney Report:

1. Mr. Landel is presently working on the ordinance amendment to strengthen the Township's code regarding the review of exterior lighting associated with a site plan review and application. Mr. Landel has received comments from the Township Engineer, the Township's Consulting Engineer and the Administrator. This ordinance amendment should be available for governing body review and consideration prior to the next business meeting.
2. Planner Elizabeth McKenzie has just arrived and the Agenda reflects a Closed Session Discussion regarding affordable housing litigation. Mr. Landel will provide an update at that time.
3. Information was provided last week from an attorney, Mr. Sinisi concerning a dispute between a contractor and a resident regarding a failed septic system. Mr. Landel's observation indicates that the municipality is protected by Title 59 and our Township Engineer followed the proper procedures.
4. Mr. Landel disclosed that for all the years that the Township has discussed the tree protection ordinance, the approach that the Township has taken is a different approach and possibly more effective. By viewing an ordinance in terms of the tools that the Building Department and the Township Engineer needs to protect trees, the issue of tree protection has been effectively addressed. Mr. Landel opined he would not be surprised if other municipalities follow Wyckoff's novel approach. However, Mr. Landel thanked the governing body and Mr. Scanlan for championing this issue.

At 8:32 p.m. the Township Committee recesses the Open Work Session Meeting discussion to enter into Closed Session Discussion via Resolution #17-C6.

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, MARCH 7, 2017 – 7:30 P.M.**

At 10:00 p.m. the Township Committee reconvenes the Open Work Session Meeting Discussion voting as follows:

MOTION: SCANLAN SECOND CAROLAN
CAROLAN YES MADIGAN ABSENT SCANLAN YES SHANLEY YES
BOONSTRA YES

The Open Work Session Meeting adjourned at 10:00 p.m.

Rudolf E. Boonstra
Mayor

Joyce C. Santimauro
Municipal Clerk