

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 18, 2018  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2019 – 11:00 A.M.**

- 1. Announcement by Township Committee Chairman  
Brian D. Scanlan this meeting is a continuation of the December 18, 2018 meeting.
- 2. Roll call of the Township Committee
- 3. **Open Public Meetings Act 48 Hour Notice/Special Business Meeting Statement**  
The following notice was provided to the Bergen Record and North Jersey Herald & News, posted on the Township’s web site and posted on bulletin boards in Town Hall where notices are customarily posted on Friday, December 14, 2018.

**TOWNSHIP OF WYCKOFF  
48 HOUR NOTICE**

The Township Committee of the Township of Wyckoff shall conduct a Special Meeting on Monday, January 1, 2019 at noon in the second floor Court Room in Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff NJ 07481.

The purpose of this notice is to comply with the Open Public Meeting Act and advise the public that the Township Committee of the Township of Wyckoff shall conduct a special meeting on January 1, 2019 namely Sine Die Meeting which is a continuation of the December 18, 2018 Regular Business Meeting.

This Sine Die meeting was not listed on the Township Committee annual schedule of meetings for 2018 as provided to the newspapers. Formal Action will be taken during this meeting.

- 4. Continuation of Consent Agenda
  - I. Resolutions (Continued)
    - #18-331 Authorize Bergen County Community Development Grant Application for the Christian Health Care Center Emergency Generator
    - #18-332 Award Contract for Summer Multi Sport Camp
    - #18-333 Award Contract for Passive Recreation Arts & Crafts Program
    - #18-334 Award Contract for Passive Recreation Chess Instruction Program
    - #18-335 Approve Municipal Operations Manual
    - #18-336 Lead Agency Resolution – Renew Cooperative Pricing System

Vote on Consent Agenda:

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

- 5. Township Attorney Report
- 6. Administrator’s Report
- 7. 2018 Mayor’s Outgoing Comments
- 8. Adjournment

**PAGE NO.**

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**PAYMENT OF CLAIMS MAY BE PAID AT ALL TOWNSHIP COMMITTEE  
WORK SESSION MEETINGS AND ALL TOWNSHIP COMMITTEE  
REGULAR MEETINGS**

**FORMAL ACTION MAY BE TAKEN DURING THIS MEETING**

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Mayor Brian D. Scanlan announced that this December 18, 2018 Sine Die meeting is a continuation of the December 18, 2018 meeting.

**Attendance:**

Committee Present: Mayor Brian D. Scanlan, Township Committeemen Thomas J. Madigan, Melissa D. Rubenstein, Rudlof E. Boonstra and Timothy Shanley  
Staff Present: Joyce Santimauro, Municipal Clerk; Robert Shannon, Township Administrator and Township Attorney Robert E. Landel

**Open Public Meetings Act 48 Hour Notice/Special Business Meeting Statement**

The Municipal Clerk, Joyce Santimauro, read the following:

“The following notice was provided to the Bergen Record and North Jersey Herald & News, posted on the Township’s web site and posted on bulletin boards in Town Hall where notices are customarily posted on Friday, December 14, 2018.

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**Continuation of Consent Agenda**

**Resolutions (Continued)**

**#18-331      Authorize Bergen County Community Development Grant Application for the Christian Health Care Center Emergency Generator**

**WHEREAS**, a Bergen County Community Development grant of Two Hundred Fifty Thousand Dollars and no cents (\$250,000) has been proposed by Christian Health Care Center for the installation of a replacement Lower Campus Emergency Generator to support our Evergreen Court Supportive Senior Housing, Christian Health Care Counseling Center, Christian Health Care Adult Day Services of Wyckoff, Hillcrest Residence and certain administrative support areas within the Township of Wyckoff; and,

**WHEREAS**, pursuant to the State Interlocal Services Act, Community Development funds may not be spent in a municipality without authorization by the Governing Body;  
and,

**WHEREAS**, the aforesaid project is in the best interest of the people of the Township of Wyckoff; and,

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**WHEREAS**, this resolution does not obligate the financial resources of the Township of Wyckoff and is intended solely to expedite expenditure of the aforesaid CD funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey hereby confirms endorsement of the aforesaid project.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be sent to the Director of the Bergen County Community Development Program so that implementation of the aforesaid project may be expedited.

**#18-332      Award Contract for Summer Multi Sport Camp**

**WHEREAS**, the Township Committee, the Parks and Recreation Advisory Board and Recreation Director have found it to be efficient to contract for summer sport skill instruction recreation camps rather than hiring employees to provide these week long camps; and,

**WHEREAS**, resolution #18-324 was adopted to invoke concession procurement; and,

**WHEREAS**, the Township Committee has approved the specification and authorized bidding; and,

**WHEREAS**, in order to encourage competition, there was no charge for the specifications; and,

**WHEREAS**, a legal advertisement soliciting bids was published in the December 7, 2018 edition of the Ridgewood News and, posted on the Township's quick link "Jobs & Bids" on the Township's website easily accessed from the home page at Wyckoff-nj.com; and,

**WHEREAS**, on December 20, 2018 at 11:00 am the following bid was publicly opened and read aloud:

**BIDDER**

US Sports Institute  
12 Maiden Lane  
Suite 3  
Bound Brook, NJ 08805

**BID**

- a. "1. \$25.00 per participant to be paid to the Township of Wyckoff in 2019 and 2020 to conduct the fall, spring and summer clinics."
- b. "2. \$50.00 per camper to be paid to the Township of Wyckoff in 2019 and 2020 for the Summer Camp."

**WHEREAS**, attached is a recommendation from the Recreation Director to award a contract to the US Sports Institute per their bid; and,

**WHEREAS**, the CFO indicates a certificate of funds is not required because the successful vendor is paying the Township to operate a concession for the Township; and,

**WHEREAS**, the Township Administrator and the Township Attorney have reviewed this recommendation and concur.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a contract is hereby awarded to the US Sports Institute, 12 Maiden Lane, Suite 3, bound Brook, NJ 08805 to conduct a multi-sport instructional recreation camp in Wyckoff in accordance with the specifications and pay the Township \$25.00 per participant for the fall, spring and summer clinics and \$50.00 per camper for the Summer Camp.

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**BE IT FURTHER RESOLVED**, that in accordance with the Local Public Contracts Law as amended this contract may be extended for two (2) additional (1) one year periods if recommended by the Recreation Director and approved by the Township Committee in years 2021 & 2022.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk provide a certified copy of this resolution to the Recreation Director and the Accounts Payable Officer.

**#18-333      Award Contract for Passive Recreation Arts & Crafts Program**

**WHEREAS**, the Township Committee, the Parks and Recreation Advisory Board and Recreation Director have found it to be efficient to contract for chess instruction recreation program rather than hiring employees to provide these week long camps; and,

**WHEREAS**, resolution #18-323 was adopted to invoke concession procurement; and,

**WHEREAS**, the Township Committee has approved the specification and authorized bidding; and,

**WHEREAS**, in order to encourage competition, there was no charge for the specifications; and,

**WHEREAS**, a legal advertisement soliciting bids was published in the December 7, 2018 edition of the Ridgewood News and, posted on the Township's quick link "Jobs & Bids" on the Township's website easily accessed from the home page at Wyckoff-nj.com; and,

**WHEREAS**, on December 20, 2018 at 11:00 am the following bid was publicly opened and read aloud:

<u>BIDDER</u>	<u>BID</u>
1. Martin Kenny 331 Lanza Avenue, Apt 7 Garfield, NJ 07026	Spring, Summer and Fall programs-\$25.00 payment per participant to Township

**WHEREAS**, attached is a recommendation from the Recreation Director to award a contract to the US Sports Institute per their bid; and,

**WHEREAS**, the CFO indicates a certificate of funds is not required because the successful vendor is paying the Township to operate a concession for the Township; and,

**WHEREAS**, the Township Administrator and the Township Attorney have reviewed this recommendation and concur.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a contract is hereby awarded to Martin Kenny 331 Lanza Avenue, Apt 7, Garfield, NJ 07026. For payments of \$25.00 per participant paid to the Township of Wyckoff for chess instructional programs in 2019 and 2020.

**BE IT FURTHER RESOLVED**, that in accordance with the Local Public Contracts Law as amended this contract may be extended for two (2) additional (1) one year periods if recommended by the Recreation Director and approved by the Township Committee in years 2021 & 2022.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk provide a certified copy of this resolution to the Recreation Director and the Accounts Payable Officer.

**#18-334      Award Contract for Passive Recreation Chess Instruction Program**

**WHEREAS**, the Township Committee, the Parks and Recreation Advisory Board and Recreation Director have found it to be efficient to contract for chess instruction recreation program rather than hiring employees to provide these week long camps; and,

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**WHEREAS**, the Township Committee has approved the specification and authorized bidding; and,

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**WHEREAS**, on December 20, 2018 at 11:00 am the following bid was publicly opened and read aloud:

<u>BIDDER</u>	<u>BID</u>
1. Martin Kenny 331 Lanza Avenue, Apt 7 Garfield, NJ 07026	Spring, Summer and Fall programs-\$25.00 payment per participant to Township

**WHEREAS**, attached is a recommendation from the Recreation Director to award a contract to the US Sports Institute per their bid.

**WHEREAS**, the CFO indicates a certificate of funds is not required because the successful vendor is paying the Township to operate a concession for the Township; and,

**WHEREAS**, the Township Administrator and the Township Attorney have reviewed this recommendation and concur; and,

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a contract is hereby awarded to Martin Kenny 331 Lanza Avenue, Apt 7, Garfield, NJ 07026. For payments of \$25.00 per participant paid to the Township of Wyckoff for chess instructional programs in 2019 and 2020.

**BE IT FURTHER RESOLVED**, that in accordance with the Local Public Contracts Law as amended this contract may be extended for two (2) additional (1) one year periods if recommended by the Recreation Director and approved by the Township Committee in years 2021 & 2022.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk provide a certified copy of this resolution to the Recreation Director and the Accounts Payable Officer.

**#18-335      Approve Municipal Operations Manual**

**WHEREAS**, the Bergen Joint Insurance Manual states that volunteers conducting municipal operations shall comply with many of the policies, such as zero tolerance for harassment and other similar policies developed and distributed to avoid lawsuits; and,

**WHEREAS**, the Township of Wyckoff is a member of the Bergen County Joint Insurance Fund; (JIF) and,

**WHEREAS**, a compendium of **Relevant Municipal Policies/Responsibilities Volunteers Shall Comply with When Conducting Municipal Operations** was assembled to provide guidance to volunteers, such as, volunteer firefighters, residents who volunteer as coaches in the Wyckoff recreation programs and residents appointed by the Township Committee to volunteer on boards and commissions; and,

**WHEREAS**, the township’s labor counsel and township attorney have reviewed and approved the aforementioned compendium of policies/responsibilities to guide volunteers.

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**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached compendium of relevant municipal policies/responsibilities volunteers shall comply with when conducting municipal operations is approved and authorized for distribution.

**#18-336      Lead Agency Resolution – Renew Cooperative Pricing Program**

**WHEREAS**, the Township Committee of the Township of Wyckoff established the WOLF Cooperative Pricing System in 2008 with Resolution 2008-255 and renewed the system in 2013 with Resolution 2013-225; and,

**WHEREAS**, the Township of Wyckoff, the Boroughs of Franklin Lakes and Oakland have met from 2008 through 2018 to explore regionalized efforts for the purpose of obtaining cost avoidance and cost saving measures through purchasing; and,

**WHEREAS**, the Township views it as being desirable and beneficial to the public good to explore ways in which to reduce costs for the benefit of its residents by either regionalizing services to reduce redundancy on working cooperatively with our neighboring communities of Franklin Lakes and Oakland to effectuate purchases or to obtain reduced pricing from vendors; and,

**WHEREAS**, *N.J.S.A. 40a:11-11(5)* authorizes two or more contracting units to establish a Cooperative Pricing System and entering into a Cooperative Pricing Agreement with other contacting units; and,

**WHEREAS**, the Township of Wyckoff has agreed to continue as the Lead Agency for a Cooperative Pricing System; and,

**WHEREAS**, the Township is hopeful that the renewal of the WOLF cooperative pricing system will lead to further cooperative ventures with Franklin Lakes and Oakland which will be mutually advantageous to all three communities during these challenging economic times; and,

**WHEREAS**, the Township Committee, after careful review and consideration of the benefits and cost avoidances achieved between and 2008 through 2018 has determined to continue the WOLF Group Cooperative Pricing System.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey as follows:

1. The cooperative pricing system is renewed.
2. The Township Committee hereby authorizes the renewal of the Cooperative Pricing System known as WOLF Cooperative Group with the Township of Wyckoff serving as the Lead Agency.
3. The other units of government voluntarily participating are the Borough of Franklin Lakes and the Borough of Oakland.
4. The Mayor of the Township of Wyckoff is hereby authorized to enter into separate Cooperative Pricing Agreements with the participating contracting units, if required, and said Agreement shall be deemed a single Agreement.

**BE IT FURTHER RESOLVED** that the Municipal Clerk shall forward a certified copy of this resolution to the Director of the Division of Local Government Services as part of the application to renew the registration of this cooperative pricing system.

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Vote on Consent Agenda:

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

**Township Attorney Report:**

1. Mr. Landel advised that he is working on the zoning ordinance amendments. A meeting with the new affordable housing planner will be scheduled forthwith.

**Administrator's Report:**

1. Administrator Shannon wished everyone a Happy New Year and is looking forward to 2019 in serving the Township Committee and the Public. Incidentally, today is World Peace Day.
2. The Administrator crafted a new safety bulletin for drivers of fire apparatus and ambulances.
3. The Administrator reported he attended the 12/20/18 Board of Adjustment Meeting to assist the new Board of Adjustment Secretary. Mr. Shannon will also attend the next Planning Board Meeting to assist with Ms. Mitchell's training.
4. The Administrator presented the Annual Report of Improvements Achieved & Successful Activities for 2018:

The Township Committee form of government requires actions and programs to be authorized by the Township Committee and delivered by staff. The following improvements are reflective of that team effort.

**PUBLIC HEALTH, SAFETY AND QUALITY OF LIFE LAWS ADOPTED BY  
TOWNSHIP COMMITTEE IN 2018**

1. Adopted an ordinance (#1864) which removed certain penalties for water emergency violations.
2. Adopted an ordinance (#1862) which prohibited trucks which exceed a certain weight from making right turns from Wyckoff Avenue onto Franklin Avenue.
3. Adopted an ordinance (#1861) which established uniform parking prohibitions on roads leading to schools for the safety of school children exiting school property at the end of the school day.
4. Adopted an ordinance (#1859) which established ADA parking spaces at the Commuter Park & Ride and established fees for commuter parking.
5. Adopted an ordinance (#1860) which prohibits the sale of marijuana in the Township of Wyckoff.
6. Adopted an ordinance (#1857) which reduced the speed limit on Lafayette Avenue.
7. Adopted ordinance (#1848) which established an adequate buffer between a residential parcel and a newly proposed street for corner lots.



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**RECYCLING ACTIVITIES AND PROGRAMS TO PROTECT THE ENVIRONMENT  
AND ACHIEVE COST AVOIDANCE**

1. The Clerk's office successfully scheduled the diversion of 1,543 large appliances from the solid waste stream and directed them instead to the scrap metal recycling stream through the "White Goods Wednesday" (all collected by Wyckoff DPW) program saving significant dollars.
2. The Spring leaf collection resulted in 10,082 cubic yards or 353 tons of leaves brought to the Township's leaf composting facility on Charles Avenue and not brought to a landfill at \$64.00 per ton. *Composting 353 tons of leaves resulted in a cost avoidance of \$22,592.00.*
3. The Township offered two (2) free personal paper community shredding events which were staffed by volunteer members of the Environmental Commission and the Township Committee. Six (6) tons of personal papers were recycled.
4. 2,060 Christmas trees were recycled through the Township's annual curbside collection of Christmas trees, performed by the DPW, avoiding the cost of disposal at \$64.00 per ton. *Composting just over 2,000 trees resulted in another cost avoidance.*
5. The Township successfully renewed its Tree City USA designation for the 9<sup>th</sup> consecutive year.
6. Wyckoff is the only municipality that posts a "Recyclometer" on its web site and advises residents monthly as to our progress as a community towards reaching the state mandated goal of recycling 50% of our solid waste. In 2017, Wyckoff residents recycled 33.54% of their solid waste.
7. A successful and fun Fishing Derby was conducted on the first Saturday in June to promote recreational fishing and the benefits of clean water. The "only rain in the drain" program is designed as an anti-littering and "anti- people pollution" through recycling and proper methods of disposal.
8. An annual Team Up to Tidy Up town wide litter clean up/collection day was provided in April. Volunteers donated their time to remove litter and collect recyclables from twelve (12) public and quasi-public spaces that seem to accumulate litter.
9. Through advertised sealed competitive bidding the Township created \$16,500 of non-tax revenue annually by allowing the placement of recycling boxes for clothing and shoe recycling.
10. In June 2018, the Township was notified that the overseas recycling markets imposed immediate changes in what they would accept as incoming recycling. The contamination threshold of 25% was immediately dropped to 0.5% or half of one percent. The Township was confronted with paying landfill costs for recycling. After careful research, the Township implemented a dual stream recycling program on July 15, 2018 and was forced to abandon the single stream recycling program. A multi-media campaign to communicate the changes ensued. This included a direct mailed newsletter, social media postings, a recycling mascot – Myrtle the Turtle, implementation of an easy to use cell phone app and the purchasing and sale of 1,000 32 gallon blue recycling barrels which were sold at the Township's cost of \$20 each.
11. Due to the change from the overseas recycling markets switching the focus from quantity and pristine recyclables with virtually no contamination, the Township switched its recyclables graphic to a "Dualing Days Scoreboard" which measures

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the tonnage of acceptable recyclables collected by “Team Monday” and “Team Tuesday”. This program was developed to encourage residents to “recycle right”.

12. The Township continuously searches for new ways to promote recycling and reaching our goal of the “nifty fifty” (recycling 50% of the solid waste generated). The 2018 municipal calendar, which was prepared in 2017, is titled, “Keep Calm and Recycle On”.

13. The Wyckoff Recycling Center received and then the DPW **recycled**:

- 222 tons of grass
- 558 tons of brush and branches (the DPW transported to the Wyckoff compost facility), ground the materials into mulch and provided the mulch at the recycling center for resident’s use.
- 141 tons of electronics

14. DPW collected 24,000 tons of leaves during the Fall curbside **leaf collection** program.

15. 2018 was the beginning of the second five-year **Composting** contract, which results in leaves being composted into leaf compost avoiding the landfill cost of \$64.00 per ton. Composting 400 tons of leaves from the Fall Leaf Collection resulted in a cost avoidance of \$25,600.

16. The DPW and the volunteer Shade Tree Commissioners transplanted trees from the Russell Farms Community Park Arboretum and re-planted them at Wyckoff Community Park in celebration of Arbor Day.

**2018 GRANTS AND POSITIVE FISCAL OPERATIONS**

1. The 2018 **annual budget** for operational expenses and capital improvement projects was adopted with an overall increase of 0.3% and a municipal tax increase of \$21.86 on the average assessed home in Wyckoff of \$787,000.

2. The 2018 **sewer usage fee** was limited to the 2016 fee of \$472.

3. The Township entered into the following new **shared service agreements** or negotiated new agreements in 2018:

a) Sharing and lending of emergency and fire rescue boats and training with Bergen County.

b) The Township entered into a new two (2) year agreement with the k-8 school district where the Township maintains school buildings and grounds vehicles at municipal cost, which is significantly lower than the school district had previously paid commercially.

c) The Township entered into another WOLF shared service agreement for Court Administrator services during times when the Court Administrator is not available.

d) The Township utilized and has in place thirteen (13) other shared service agreements.

e) The Township is a member of eight (8) cooperative pricing systems which we utilize to shop the most competitive price.

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f) Of those eight (8) cooperative pricing systems, the Township is the Lead Agency in three (3) of them.

I. Commodity resale price agreement with the k-8 school system where the Township sells the school system gasoline, diesel, ice melting materials and the school system avoids the cost of funding storage facilities and dispensing systems.

II. A cooperative pricing system with the k-8 school district.

III. WOLF cooperative pricing system where the Township performs the procurement and aggregates the volume of all three (3) municipalities to capture discount pricing based on volume buying.

**4. Grants utilized in 2018:**

- A \$165,500 NJDOT Grant funded an improvement completed on time and under budget to improve the remaining section of Crescent Avenue.
- A \$28,000 NJDEP grant based on the volume of recyclables removed from the solid waste stream was used to partially fund weekly curbside recycling collections.
- A \$2,000 grant from the Bergen County JIF for achieving excellence in safety was utilized to purchase portable stop signs and other safety improvements for the community.
- The Township obtained a \$43,008 clean community grant utilized to fund weekly newsletter, backhoe lease, Team-Up-To-Tidy-Up, and leaf collection sweeper supplies.
- The Township was notified in September 2018 that it had been awarded a \$48,000 2017 Bergen County Open Space Park Improvement Grant for improvements to Russell Farms Community Park which are planned to include chess tables, a sensory garden, planting of trees and an irrigation system to achieve a robust growth of lawn and meadow.
- The Township received a 2017 \$215,000 NJDOT Trust Fund grant to re-pave Lafayette Avenue.
- The Police Department applied for and was awarded a grant from the State of New Jersey in the amount of \$5,500 grant for Drive Sober Campaign.
- The Township submitted two grant applications to the federal government for emergency firefighting equipment and fire prevention equipment and supplies. \$153,000 application for emergency digital radios with the Federal Assistance to Firefighter Program and a third grant of \$68,616 grant application to Columbia Bank has been filed for replacement SCBA Scott Air Packs.
- Since joining the Federal Government Surplus Acquisition Equipment Program (1033) in August 2016, \$380,899 of equipment has been acquired at no cost.

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5. Township applies for and is notified it has been awarded a Bergen County Open Space Grant of \$900,000 Township to purchase 21 acres of the Maple Lake property to be preserved as passive Open Space and removing it from development.

**Chief Financial Officer and Finance Department**

Ensured all reporting is compliant with NJSA 40A:2-1 et seq Local Bond Law, NJSA 40A:4-1 et seq Local Budget Law, NJSA 40A:5-1 et seq Local Fiscal Affairs Law, NJSA 40A:11-1 et seq Local Public Contracts Law and NJSA 5:30 Community Affairs and all Division of Local Government Services Directives.

Prepared annual budget workbook (5 month process) providing detailed information to the governing body.

Prepared and filed by all statutory deadlines:

- Annual Budget Document for Introduction and Adoption
- User Friendly Budget for Introduction and Adoption
- Annual Budget CAP calculation
- Annually Tax Levy Workbook
- All required budget Ordinances and Resolutions
- Annual Debt Statement
- Supplemental Debt Statements
- Annual Financial Statement
- Annual Best Practices Report
- All Dedication by Rider Resolutions
- All Chapter 159 Grant reporting requirements
- Maintain and reconcile for 17 bank accounts and 9 ledger fund accounts and credit payment accounts
- Maintain reconcile of all general ledger, budget, revenue accounts monthly and at year end
- Maintain Encumbrance System
- Maintain and prove all subsidiary ledgers
- Maintain fixed asset accounting ledger
- Supervise Payroll Processing and Accounts Payable

Ensure audit preparedness and compliance of on-line payment and credit card accounts. Required to input into each online form all banking information and must reconcile between 3 reports each month: Township, Credit Card Vendor, and Form vendor with all payment codes reconciling and manually input into NJSA 40 Budget approved revenue accounts.

Supervise and prepared all monthly financial reports of the Treasurer, Tax Collector, and Investments.

Supervise all Finance Department responsibilities including processing Payroll, Accounts Payable, IRS compliance, ACA compliance, purchasing compliance.

Ensure compliance with Single Audit Act, coordinated all departments compliance and coordinated annual audit resulting in 11<sup>th</sup> year of “no comments”.

Recommend actions to maintain Township’s Bond Rating (currently AA+ and Aa1).

Safeguard all municipal assets through internal control system and cash management policies.

Invest public funds and issue debt as authorized by governing body and in compliance with Local Fiscal Affairs and Local Bond Law.

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- Ensure compliance with statutory Debt Service payments.
- Ensure compliance with Division of Local Government Services Rule and Regulations.
- Supervise petty cash and change funds.
- Manage all departments’ budgets for compliance with NJSA Title 5, 40, 40A and 54.
- Manage Planning Board, Board of Adjustments, and Engineering Department for compliance with Developer’s Escrow Account Law.
- Manage Police Department extra-duty for compliance with State of New Jersey Outside Duty rules and regulations.
- Prepares State and Federal Agency surveys such as Census Bureau and ICMA Police and Fire Personnel, Salaries and Expenditures.

**Accounts Payable:**

Total Purchase orders and vouchers (as of 12/11/18)	1,507
Total checks written	2,367

Ensure compliance with: State required W-9, Business Registrations, annual 1099 interest and miscellaneous income, Pay-to-Play, Prompt Pay, Affirmative Action, Township purchasing policy, all Township contractual agreements and Local Public Contracts Law and Fiscal Affairs Law, Medicare Part B reimbursements.

**Payroll/Certifying Officer:**

Process semi-monthly payroll

Total F/T employees	62
Total P/T employees	37
Total Seasonal employees	84
Library (F/T and P/T)	31

Shared service to process Library Payroll (paid by Library)

Ensure compliance with State required: W-4 and Tax forms, I9 Homeland Security Employment Eligibility, health benefit, pension and DCRP applications and changes, all quarterly state pension reports, ACA reporting compliance, IRS and tax reporting compliance, AFLAC, Nationwide applications, changes and monthly payments.

Coordinates Annual Worker’s Compensation Audit

- Completes:
- Census of Government Survey of Public Employment and Payroll
  - Occupational Employment Report of State and Local Government
  - NJ League of Municipalities Salary Survey Questionnaire
  - State Health Benefits Survey
  - ICMA Police and Fire Personnel, Salaries and Expenditures
  - Medicare Survey questionnaires

Process Unemployment certifications when received.

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Recommend and implement fraud prevention policies.

**Tax Collector and Tax Collection Office**

Compliance with NJSA 54:4 et seq.

Supervise all tax collection and accounts receivable activity of Township.

Prepare, review, adjust, and mail 4 annual tax billing cycles for 5,906 properties: Homestead Rebate adjustment bills, Estimated tax bills, Final and Preliminary tax bills, and Added /Omitted Added tax bills.

Prepare, review, adjust, and mail Sewer User Bills.

Prepare monthly tax collection reports and annual Tax Collector Report NJSA 54:4-91.

Coordinate and process all tax exemptions, tax deductions, County and State tax appeals within statutory time frame of 45 days. Review each, process adjustments over multiple years and process refunds. Ensure subsequent years tax billing information reflects new assessed value.

Centralized collection office for all municipal collection including: local and regional school tax collection, county tax collection, all Township revenues, fees, payment collection.

Collect and post all revenues within 48 hours of receipt.

Prove daily revenue batch input for 17 banks including Current Fund, Capital Fund, Sewer Operating, various Trust Accounts, On-line Tax, On-line Recreation Banking and new On-line Web Forms.

Maintain the following ledgers:

- Foreclosed Property
- Assessments for Local Improvements
- Tax Duplicate
- Cash Receipts Books
- Arrears Register
- Tax Lien Ledger
- Tax Sale Certificate Book

Maintain detailed reporting and records of all collection and cashiering activity and adhere to Township's and State of NJ cash management policies.

Enforce payment of property taxes in compliance with NJSA 54:4 through the processes of delinquent collection, interest calculations and year end penalties.

Conduct annual Tax Sale and process all Tax liens in compliance with State requirements.

Process Official Municipal Searches within 15 days as required by law.

Supervises preparation of Annual EDU report for NWBCUA.

Mail and process all senior citizens post year income certification reports.

File all annual State Reports Senior Citizens and Veterans Reports, Homestead Rebate Report, Delinquent Tax Report, Census Reports.

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2018 Tax billing, mailings and line-item adjustments activity:

Estimated Billing line items	5,930
Final/Preliminary Billing line items	5,930
Added/Omitted Added Billing line items	252
Homestead Rebate Bills	1,514
Sewer Operating Billing line items	3,999
Delinquent Notices (Tax & Sewer)	3,800 (appx)
Tax Appeal adjustments	164
Tax Deduction/Canceled Adj	44
Appeal/Overpayment Refunds	106
Lien Holder Payments	55
Tax Sale properties initial list (as of 9/1/18)	39
Tax Sale properties sold (on 10/25/18)	12

Total Revenues Collected (as of 12/11/18):

Total Tax Levy Collected	\$ 73,234,497
Tax Interest/penalties	\$ 92,239
Liens Redeemed	\$ 28,369
Other Revenues Collected	\$ 4,274,950
Sewer Charges	\$ 2,210,569
Capital/Trust Revenues	<u>\$ 433,646</u>
	\$ 80,274,270

Cash	\$ 345,281
Checks	\$79,294,150
Credit Cards	\$ 634,839

**Assistant Township Administrator/ Technology Compliance Coordinator**

Assist Administrator with development and implementation of personnel policies and procedures.

Assist Administrator with JIF compliance and procedures.

Directly supervise finance employees ensure compliance with all State and Township policies including Employee manual compliance, use of Guardian, Purchasing Policy, Computer Security, Office Security, account information security.

Directly supervise all employees to ensure compliance with all State and Township policies including Purchasing Policy,

Establish, coordinate, administer, prove and reconcile all on-line banking software accounts, 3<sup>rd</sup> party merchant, and revenue received on a monthly basis to ensure that all on-line payments are statutorily/accurately posted to the Township's records and budgets and are in compliance with DLGS and Audit rules and regulations

Computer Security, Office Security, account information security.

Coordinate and assist with all computer, phone and communications projects

Coordinate with IT Consult to ensure network security and integrity

Coordinate with IT Consultant all necessary IT procedures, upgrades and purchases

Issue and develop Town wide financial and accounting management policies

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Assist Administrator with all finance, personnel, human resource policies, procedures, and issues.

Acts as Administrator for daily operations in Administrator's absence.

Acts as coordinator for Township computer and IT needs.

Coordinate and complete all building insurance appraisals annually.

**2018 Personnel Policy and Special Projects:**

Completed application for Cyber Security insurance deductible including compiling all Township cyber security software, programs, back-up and maintenance security initiatives taken by the Township resulting in receiving the highest deductible amount available should we have a cyber security breach.

Developed and implemented method for assessing and ensure compliance with P.L. 2018c 9 (S104) "Diane B Allen Equal Pay Act" and created analysis of personnel job description

Developed and implemented NJ Sick Law requirements

Continued Implementation of State required FAST system reporting.

Implemented new department on-line form payment reconciliation policy to ensure audit preparedness and compliance. Ongoing as CFO is required to input into each online form all banking information and must reconcile between 3 reports each month: Township, Credit Card Vendor, and Form vendor with all payment codes reconciling and manually input into NJSA 40: Budget approved revenue accounts.

Implemented new on-line payment accounts for Code fees and Clerk on-line form submissions

Implemented new remote access and out of office work policy to ensure cyber security of Township network.

Continued phone migration project (begun in 2015) by converting final hard lines.

Implement new phone line conversion to comply with Verizon no longer support copper lines.

Completed Email Access Project to migrate essential employee emails to a cloud-based hosting for continued access during emergency events should internet access be disrupted. Involved assessing email accounts, testing operations, renewing licensing agreements, purchasing and updating equipment, reviewing with employees new user id's.

Completed tax office security by securing area by installing new desks and panel for increased secure storage of financial records and replacing 25-year-old and broken desks with more ergonomic dynamic design and larger work area. This included carpet replacement due to a major water leak (and flood) from upstairs bathrooms.

**FINANCIAL MANDATE COMPLIANCE**

1. The Tax Assessor's office mailed 5,813 Chapter 75 cards to property owners notifying them of their 2018 assessment.



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2. The Tax Assessor received and processed 269 tax appeals.
3. The Tax Assessor's office mailed 45 Further Statements to the owners of properties which are exempt from property taxes. This is performed to ensure that the property owner's exempt status has not changed.
4. The Tax Assessor mailed 162 Income and Expense Report requests to commercial property owners.
5. The Tax Assessor completed the final transmittal of 252 Omitted/Added Assessment records to the Bergen County Board of Taxation.
6. The Tax Assessor published the state mandated notice by January 26, 2018 that notified property owners that the 2018 tax duplicate is available for public inspection.

**QUALITY OF LIFE PROGRAMS**

1. The Clerk's office mailed renewal notices and issued 1,597 dog licenses and 115 cat licenses in 2017. Licensing has been proven to be the only effective method to deter the spread of rabies from the pet populations to the human population because a valid rabies vaccination is required to obtain a license for a dog or cat.
2. The DPW assisted Partners in Pride by posting their newly purchased Christmas wreaths with holiday lights on decorative street light poles in the triangle business district. In typical 'Wyckoff Fashion', the Wyckoff Chamber of Commerce funded the purchase of Christmas wreaths.
3. The Clerk's office issued commuter Park and Ride permits. The parking lot at the Cornerstone Christian Church was paved in July 2017 as part of the reciprocal agreement that allows commuter parking at the church's parking lot. The DPW Manager managed the job to avoid the cost of a project coordinator. During the paving, the Township provided alternate commuter parking locations complete with ADA parking spaces at the Wyckoff Community Park and Coolidge School lots. The DPW performed parking stall lay-outs and painted all parking stalls and other striping to maximize the greatest number of parking stalls possible.
4. The Police Department, implementing Chapter 175 of the Code of the Township of Wyckoff, after careful review and inspection, recommended the Township Committee award contracts to four (4) towing companies to perform towing of inoperable vehicles on roads in Wyckoff on a rotating scheduled basis as a public service to motorists.
5. Fire Company #3 won the annual fire inspection contest between the three Wyckoff Volunteer fire companies at the 58<sup>th</sup> annual fire skills competition.
6. A successful and fun Wyckoff Day was provided on June 5, 2017.
7. Background checks for volunteer coaches who coach in the Wyckoff Recreation Program were implemented for the fifth consecutive year. The cost per background verification was decreased from \$39 to \$35.
8. The Planning Board's approval of the Shop-Rite site plan at 430 Greenwood Ave was affirmed after five (5) lawsuits and construction began in 2017.
9. On December 12, 2017 the Menorah Lighting Ceremony was conducted on the front lawn of Town Hall at 5:00 pm. On Friday, December 8, 2017, the

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Wyckoff Chamber of Commerce sponsored ‘Santa Comes to Wyckoff’ and the Tree Lighting Ceremony which began at 7:30 pm at Town Hall. The Wyckoff Volunteer Fire Department transported Santa and his helpers in multiple fire trucks to each stop.

10. A successful Memorial Day parade was provide to honor soldiers from Wyckoff who made the ultimate sacrifice for the freedoms we enjoy.

11. The 911 Remembrance Ceremony was conducted at Fire Company #1.

12. 100% of the Wyckoff Local Government Officers filed their annual Financial Disclosure Reports in compliance with the NJ Ethics Law.

13. On December 2, 2018, the Menorah Lighting Ceremony and Celebration was conducted on the front lawn of Town Hall at 4:30 pm. On Friday, December 7, 2018, the Wyckoff Chamber of Commerce sponsored “Santa Comes to Wyckoff” ad the Tree Lighting Ceremony which began at 7:30 pm at Town Hall. The Wyckoff Volunteer Fire Department transported Santa and his helpers in multiple fire trucks to each stop. The Townships holiday display includes a sign strategically located in the center of the display that reads: **“During the Holiday Season, the Township of Wyckoff salutes liberty. Let this festive display and times remind us that we are the keepers of the flame of liberty and our legacy of freedom. Whatever your beliefs, enjoy the holidays”**

14. A successful Memorial Day parade was provided to honor soldiers from Wyckoff who made the ultimate sacrifice for the freedoms we enjoy.

15. The 9/11 Remembrance Ceremony was conducted at Fire Company #1.

16. 100% of the Wyckoff Local Government Officers filed their annual Financial Disclosure Reports in compliance with the NJ Ethics Law.

**TIMELY & USEFUL PUBLIC INFORMATON**

1. A 2018 resident municipal calendar was printed and mailed to all postal addresses and posted on the Township’s web site. The theme was “Keep Calm and Recycle On” – a grand tour of recycling.

2. Both spring and fall resident newsletters were printed, mailed and posted on the Township’s web site which explained programs and activities.

3. A new web site was launched on September 1, 2017. It included a fresh, new look with improved functionality for the convenience of our residents. The improvements include:

The **home page calendar** invites you to mouse over a particular date to access information about a scheduled event or meeting.

Access **trending search topics** in the upper right of the home page which allows for quick accessibility to topical, timely information.

New **Urgent Alert banners** will notify viewers of important, time-sensitive information.

Website technology that is **compatible with ADA devices** for accessibility for all.

**Quick link icons** to easily go to popular pages and forms.

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A new **Social Media center** page where visitors can access all of our social media accounts or choose to follow them.

Content of the site can be **translated** into 100+ languages.

All sign-up opportunities for **emergency alert messages** are on a single page.

The information is accessed from **clearly defined buttons**, rather than a traditional drop-down menu for easier navigation that is more intuitive. Municipal information is organized in multiple, **easy to locate categories**. The **upgraded technology** eliminates a series of complicated steps to create postings and issues with resizing are greatly reduced.

4. Township residents' participation on social media continues with the following number of followers:	<b>2017</b>	<b>2018</b>
Weekly E-Blast of Timely & Useful Information	5,308	5,728 + 420
Face Book-Local Government	1,040	1,225 + 185
Face Book-Mayor's Wellness	224	245 + 21
Face Book-Recreation	896	1,023 + 127
Face Book-Police Department	1,317	2,081 + 764
Face Book-Office of Emergency Management	1,375	1,435 + 60
Twitter	325	433 + 108
Instagram	255	925 + 670

5. The Township, in its efforts to promote transparency, consistently:
- a) Posts the Township Committee meeting minutes every 15 days on its website.
  - b) Posts the meeting minutes of all boards and commissions, (such as the Planning Board, Board of Adjustment, Recreation Board, Board of Health, etc.) every 30 days.
  - c) 2018 was the twelve (12<sup>th</sup>) year that the Township posted the meeting minutes in an expedited manner.
  - d) We post the agenda and the resolutions and ordinances to be considered on that Tuesday meeting agenda the Friday prior to the meeting date on the municipal web site.
  - e) The Township posts all meetings to be held the following week in its Weekly E-News Communication, even though the calendar of meetings is posted on the web site and is available 24 / 7 / 365 and those meeting dates are included in the municipal calendar mailed to all homes and businesses.
  - f) Developed a central location link on our web site titled, "Municipal Records" and the Township posts municipal records at this central location.
  - g) All published legal notices are also posted on the Township's web site at "Legal Notices from the Municipal Clerk".
  - h) When the Township Committee publishes ordinances in the legal notice section of the newspaper before the public hearing and final consideration, those ordinances are published in full (even though the law allows a summary form) as a transparency enhancement to allow residents to read and understand the proposed ordinance.

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6. In 2018, the Municipal Clerk's office responded to 633 OPRA requests and released approximately 4,000 documents. This activity is consistent with the volume of OPRA request issued in previous years 2017- 633, 2016- 536, 2015- 649, 2014- 615.

7. The web site has a button titled, "Request for Service". In 2018, 156 requests were responded to with each response sent out within the seven (7) working day standard established by the OPRA law.

8. The Chief of Police regularly issues press releases to the community that provides timely information such as crimes that have occurred, arrests, awareness to scams and general public safety awareness information. These press releases are also posted in the Township's Weekly E-News Communication in the section "Police Blotter Reports".

9. There are 5,728 email addresses registered to receive Weekly E-News Communication of timely and useful municipal information.

10. The Township continued to urge residents to register their email address at 'Sign up for Weekly E-News Communication' on our home page to receive "Storm Informed" information.

11. The Township continues to issue relevant public service announcements via social media and the Weekly E-News Communication to explain government actions, such as the purpose of an ordinance or a resolution awarding a contract in addition to the announcements intended to inform the public of municipal programs, activities, and due dates.

12. The Township posted leaf collection crew progress updates on its home page every day of the leaf collection October 2018 through the conclusion of the fourth (4<sup>th</sup>) town-wide collection on December 21, 2018. These updates were also shared on Face Book, Twitter and Instagram. The updates included the district the leaf crews were collecting in and the number of days expected to be in that district before the crews entered the next district. This information was designed to be timely and helpful for residents to plan when to take their leaves to the curb.

13. The Township of Wyckoff, in addition to posting its agenda in advance of the meeting date, posts copies of the ordinances and resolutions that are reflected on the agenda to provide the public with awareness of the information which will be considered at that meeting.

14. Since its inception in June 2015, the Mayor's Wellness Campaign Face Book page has regular weekly Tuesday posts that give timely and helpful information regarding health and wellness.

15. Various timely and event oriented municipal public information was posted on the Township web site and social media sites that addressed; vegetative waste collection schedules, bear and coyote sightings and measures residents can follow to avoid confrontations with bears and coyotes, school's open and drive safely and consequence of speeding, video clips of anti-drug and alcohol messages, Ridgewood Water's mandated summer water restrictions and hydrant flushing, as well as recycling information and many recycling tips.

16. A community recycling program to encourage residents to recycle was issued and nine (9) Recycling Tips or reasons to recycle in attractive eye-catching bulletins were designed.

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17. Several **community public safety information programs** were issued which included:

- Six (6) Pedestrian Safety Bulletins
- Four (4) Halloween Safety Bulletins
- Three (3) School's Open, Drive Safely Bulletins
- Seven (7) Fire Prevention Bulletins
- Various Public Health Awareness Bulletins
- Drug and Alcohol Abuse Videos Posted Weekly
- Three (3) Emergency Preparedness Bulletins for Emergency Preparedness Month
- Nine (9) Reasons to Recycle
- Four (4) Winter Safety Bulletins
- Shovel Snow from Around Fire Hydrants Campaign

18. A new community information program was launched to implement critical resident requirements of the Storm Water Management Act, also known as, "Only Rain in the Drain". Fifteen (15) colorful graphic postings are issued throughout the year to promote clean water.

**SAFETY AS A POSITIVE FISCAL OPERATION**

1. The Township achieved savings through its work with the Joint Insurance Fund (JIF). Wyckoff implemented a series of policies and actions which qualified Wyckoff for a Preferred Employment Practices Liability rate of \$20,000 per claim deductible and 20% co-payment capped at \$50,000. If Wyckoff did not implement these policies and actions, its rate would have been \$100,000 per claim deductible and a 20% co-payment with no cap allowed.

2. The Township's Safety Committee participated in the 2018 JIF Safety Program and thoroughly completed the program which made our facilities, buildings and grounds safer for employees and visitors.

3. The Township received a dividend of \$15,582.41 from JIF for its efforts controlling costs in 2018. This dividend is used to decrease the Township's next year insurance costs. Since joining JIF, the Township has earned \$722,547.88 in dividends which assisted the Township Committee in limiting budget increases.

4. The Township completed its 4<sup>th</sup> consecutive year of no loss work time. The NJ State average loss work time was 3.8 in 2017. The 2017 JIF loss work time was 2.1 loss work days for every 100 employees.

5. I serve as a member of the Bergen JIF Executive Board as a member of the board that governs the operation of our insurance consortium and chairperson of two of the three JIF Committees (Management Committee and the Safety Committee) to limit Wyckoff's costs.

6. The Township's 2018 cost for insurance was limited to a 1% increase in 2017 and 2018.

7. Portable stop signs were purchased and placed in patrol cars. A policy was established for patrol units to look for motorist sight impediments and when discovered or other emergent conditions encountered, the portable stop signs will be immediately utilized.

8. The Township Committee adopted three (3) Title 59 resolutions invoking plan and design immunities for the following municipal projects:

- 1) Lafayette Avenue road improvements
- 2) Crescent Avenue road improvements
- 3) Paving of various municipal roadways improvements

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A Title 59 resolution invoking immunities was also adopted as a risk management technique with the purchase of a DPW truck.

10. The Township completed a cyber security application to JIF to continue and expand its cyber security measures and was approved for the greatest co-payment reimbursement amount should a breach occur.

11. The Township provides weekly training to its employees via cyber security and breach prevention techniques published in the weekly newsletter.

12. The DPW installed new hi-definition cameras on the rear of the two leaf vacuum trucks to improve the safety of the leaf crews. These cameras allow the driver increased visibility of the crews working at the rear of the vacuum trucks.

13. A \$1,000 reimbursement of police safety training costs was obtained.

**ROAD, STREET AND PARK MAINTENANCE FOR SAFE USE**

1. Public works crews paint road markings for enhanced safety. The Public Works staff painted and re-stripped road markings to enhance safety and alert motorists to school crosswalks. Freshly painted road markings are a traffic calming technique.

263 Stop lines painted  
34 Crosswalks painted  
24 School crosswalks painted  
48 School X-ing legends painted  
21 Directional Arrows painted  
23 ADA parking stalls painted

Too numerous to count – Parking stalls at 14 Township locations.

2. A DPW crew also inspected regulatory signs such as advance school crosswalk signs, crosswalk signs and 25 mph signs and they replaced or installed additional signs where needed. The police department inspects this work and the result is a significant safety effort before the start of school in September and the increase in traffic from the end of the traditional summer vacation period.

3. In 2018, the Township of Wyckoff DPW responded to 16 emergency snow events requiring sanding and / or snow plowing. 70 inches of snow fell in the winter season of December 2017 to December 2018.

4. The Township's NJDEP permitted leaf compost facility received the NJDEP's inspection approval.

5. 61 stumps in the right-of-way were removed by the DPW.

6. In the wake of winter storm "Riley", the Township Committee authorized a one-time only and the DPW performed a five (5) week house- to-house collection of brush, branches and logs which fell during the storm. The DPW collected 330 forty yard dumpsters of material which equates to 1,733 tons of material. This debris was recycled at the township class b/c compost facility avoiding the disposal costs of \$64.00 per ton, resulting in a cost avoidance of \$110,912.00.

7. In 2018, 116 dead trees in the right-of-way were removed and over 150 right-of- way trees were pruned or elevated when private contractors provided competitive quotes to complete work throughout the township.

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8. The DPW staff performed mandated inspections and repairs of stormwater catch basins to comply with the Federal Clean Water Act's Stormwater Management Mandate which resulted in:

1,463 basins were inspected / 94 were cleaned  
124 outfall pipes in waterways were inspected  
43 basins were repaired  
298 miles of street sweeping performed as a part of the Stormwater Act.

9. The DPW installed a new product made of recycled tires for an ADA compliant "flexi-pave" system on the pathway at Russell Farms Community Park to correct areas where the path was washed out by run-off.

10. A completely new roof was constructed at Fire House #1 and a small portico constructed over the front pedestrian door. This was done to alleviate a recurring icing condition on the front walkway and to establish a safer entry to the building.

11. The ladies restroom at Firehouse #1 was reconstructed and updated. The DPW performed a majority of the work at a significant savings.

12. The DPW removed a sunken drainage pipe and replaced it with a new drain pipe at the Fieldstone Condo Emergency Access roadway to Lawlins Road.

13. The DPW on-staff electrician provided electrical repairs to all municipal buildings and facilities avoiding significant costs.

14. The DPW provided weekly lawn maintenance to the Town Hall complex, Wyckoff Community Park, Gardens at Wyckoff, Larkin House Park, Russell Farms Community Park, Pulis Field complex, Zabriskie Pond Park, Ten (10) traffic islands and two (2) pump stations, as well as spring and fall clean ups.

15. Replaced eighteen (18) year old backhoe with a new backhoe.

16. The DPW, provided support to the Rec. Department in the spring/summer by assigning two (2) employees to perform Rec. duties, i.e.: maintenance and preparation of nineteen (19) baseball fields, football fields, soccer fields, roller hockey, tennis courts, lacrosse fields – preparation of all rec. program sporting equipment.

17. The DPW completed town-wide, curbside collections of leaves starting on 10/15/17 and completed this service despite an emergency snow response on 11/15/18 and multiple rain days which slow the collection process.

18. The Township has many Department Managers who perform complex duties for which a majority of other municipalities fund consultants to perform. The Township's Public Works Manager / Recycling Coordinator performed the following duties in 2018:

A. The Public Works Manager completed the Township MSRP-Tier A Stormwater Annual Report and submitted it to the NJDEP.

B. The Public Works Manager completed Township 2017 Right-To-Know Chemical survey and submitted it to the NJDOH.

C. The Public Works Manager completed the Township Class B/C Annual Recycling and Compost Facility Report and submitted to the NJDEP.

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D. The Public Works Manager completed the Township Recycling Tonnage Annual Report and submitted it to the NJDEP.

E. The Public Works Manager administered Annual Haz-Com and Bloodborne Pathogen training for all DPW employees.

F. The Public Works Manager oversees and manages the Township Class B/C Compost Facility. Participated in the monthly site inspections by the NJDEP. Coordinates the annual testing of the previous years' compost material with a NJ state approved lab testing facility.

G. The Public Works Manager performs preparations, layout, design and inspections for the Township road resurfacing program.

H. The Public Works Manager coordinated and inspected the new roof installation at the Recreation Office and Recreation storage garage, avoiding the cost of a project inspector.

19. The DPW created an ADA code compliant sidewalk by removing a tree and remedying a deficient existing sidewalk area at the corner of Ravine Ave. and Lafayette Ave.
20. The DPW created and extended an ADA code compliant sidewalk and removed trees to improve motorist sight visibility at the corner of Brookside Ave. and Crescent Ave.

**SUCCESSFUL RECREATION PROGRAM**

The 2018 budget year was highlighted by the replacement of a large section of fencing along the top of the Memorial Field wall and around the outer edge of the Memorial Playground. This project was important as the split rail fence that had been there was aging and beginning to show signs of collapse. The new, high, black fence is appealing to the eye and much safer than the old split rail. The section that faces the baseball field was raised higher so that visitors of the playground would be less susceptible to home runs flying into the area.

Registration numbers across the board were down slightly this year but continue to be in line with our 5 year average. Board of Education numbers are also down again in 2018 so the reduction in registrations was not a surprise. Contact sports such as football and lacrosse continue to trend downward with parental concerns of injury, specifically concussions, continuing to rise. The drop in football this past season was bigger than normal and the football program is working on ideas to make football exciting and popular again. Our Summer Camp numbers which had risen dramatically over the past few summers finally subsided and went back to more manageable numbers for our camp staff. After registering almost 1200 weeks of summer camp last year, we were down to just under 1000 weeks this year. We will continue using the elementary schools for our Day Camp as the parents feel much more comfortable sending their children to a camp that they are assured will not be rained out and that their children will be inside out of the sun for a good portion of the day. Our camp and all of our programs continue to be a great avenue of exercise and socializing for our younger residents in town while also being a great opportunity for our teenagers to work at a job for the first time.

In 2018, the Department was able to generate over \$33,000 by renting out our fields and facilities during 'off' times. That number is up from just under \$20,000 last year. We will continue to build on this non-tax source of revenue without negatively impacting the recreation experience for our residents. This \$33,000 does not include the \$60,000 in revenue obtained from the Torpedoes Soccer



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Club and the Wyckoff YMCA which will assist us in replacing the artificial turf at Pulis Field when its useful life is expired.

As of this writing, the Recreation Department has spent just 61% of its 2018 budget. This number will go up as the year winds down, but considering the continued cuts this year in the overall budget, the Department will definitely come in at or under budget for at least the 14<sup>th</sup> straight year.

In order to provide our residents with pleasant and safe recreation environments, the Department will continue its financial commitment to the maintenance of Township athletic facilities and parks in 2019.

Here are some details of note:

1. While the Recreation Department continues to provide ample opportunities for the children of Wyckoff in both active and passive activities, the Department is also very proud of our adult programming and the strength of our numbers there.
  - In 2018, 191 men participated in our adult softball program which run 2-3 times per week.
  - 32 men and women participated in our fitness program Wake Up to Shape Up in 2018.
  - 131 men and women took part in our Team Tennis program which takes place once a week during the summer and fall.
  - Another 50 men are currently playing basketball on Monday and Thursday nights in our winter Open Gym program.
  - 30+ adults took Spring and Fall Tennis Lessons this year with Tennis Dynamics in our tennis instruction program.
  - More and more seniors are utilizing our tennis courts with the newly lined Pickle Ball courts having been painted in the spring. Plans are to add 4 more pickleball courts in 2019.
2. In addition to the children and adult programs, the Recreation Department also provides opportunities for local high school students to stay active when they are not participating in a sport at their respective high school. In 2018-19, 100 high school students (up from 85 last year) primarily from Ramapo and Indian Hills are playing Basketball on Monday nights in our High School Basketball program. Job opportunities are also provided year round for the local high schoolers including Camp Counselors, Scorekeepers, Baseball Umpires, Soccer Officials, Tennis Shed Attendants, and more. We employ almost 200 high school and college students per year between all of the programs and for many of these residents, this is their first employment experience.
3. Our Movie Night program in 2018 was another great success with over 300 residents coming out to enjoy the evenings. Once again, there was no charge for the residents to come out and watch the movie.
4. As mentioned above, our K-4 Summer Camp had less registrations this past summer. Still, 744 weeks of camp were registered for in 2018.
5. The Department's Arts & Crafts program, one of the passive recreation programs that we instituted 4 years ago continues to be very popular among younger children. Feedback for the program from the parents is extremely positive and we are finding that we have a lot of repeat participants throughout the year. In 2017, 47 girls participated in the 3 classes. Additionally, our chess program continues to attract new students to the game. 30+ children benefited from this program in 2017 and we are already receiving registrations for 2018.

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6. In 2017, the Department began sending Drug Awareness emails to all participants' parents in 5<sup>th</sup> grade and above. As of this date, approximately 2,000 emails have been delivered to families that participate in the program.
7. In another major safety initiative for the program, the Department purchased Guardian Caps for our football program for the 2018 season. These helmet covers provide an added level of padding to the head further limiting the force of helmet to helmet contact, thereby reducing the risk of concussions to our players. Many college, high school, and youth programs have begun using this added layer of protection with much success. Feedback from the parents was extremely positive on this purchase.
8. Finally, as mentioned above, 4 pickleball courts were painted onto the existing tennis courts in 2018 and we plan on painting an addition 4 in 2019. Seniors have expressed gratitude for adding these lines to our tennis courts.

**POLICE DEPARTMENT OPERATIONAL AND OTHER ACCOMPLISHMENTS**

**Modernization and Efficiency Accomplishments:**

1. *Completed our full Police Accreditation Process- This process is a significant task but so needed for updating and standardizing all of our policies and procedures bringing us up to "Best Practices" throughout Law Enforcement.*
2. *E-Ticket went into full usage dramatically decreasing the time of an average traffic stop and improving police officer safety.*
3. *Conducted Several DMV Inspection Details*
4. *School Safety Presentations Increased*
5. *Municipal Alliance presentations Increased*
6. *Social Media Expansion in Usage to solve crimes/identify suspects/vehicles*
7. *Mandated School / daycare periodic visits*
8. *Conducted two Shred Fest-Portable Drug Drop Off events which resulted in 45 lbs. of drugs destroyed.*
9. *Child Safety Seat Inspection conducted at Fire Company #1*
10. *Illuminated Pedestrian Crossing Signs Purchased (2)*
11. *The Wyckoff Police Department responded to approximately 15,000 calls for assistance in 2018.*

**Personnel:**

1. *Achieved the American Automobile Association of North Jersey's (AAA) Award of Excellence in Pedestrian Community Safety. This pertains to programs, education, traffic message board deployments and details completed directly relate to the officers continued public safety actions.*
2. *Instituted 12 Hour police officer work schedule*
3. *Full Time Traffic Officer Position Created with Vehicle Outfitting*
4. *Township of Wyckoff Emergency Operations Plan was finalized, submitted and approved by the NJ State Police Office of Emergency Management.*

**Police Officer Safety Investments:**

1. *Installed carbon Monoxide Detectors on Medical bags in each police vehicle.*

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2. *Four (4) officers completed the Train the Trainer "Below 100 Safety Program".*
3. *Outfitted new police vehicle with more safety lighting as per JIF recommendation.*
4. *Outfitted patrol vehicles with life vests and throw ropes for first responders to save lives during water emergencies.*
5. *Improved outside lighting behind police headquarters.*
6. *Installed new carpet throughout all of the men's locker room.*
7. *Shelving installed to safely store all police equipment off of the floor in the locker room to avoid tripping hazards.*
8. *Issued each patrol vehicle a new medical bag which now safely holds more equipment.*
9. *Flashlight safety wands issued to each officer for nighttime visibility and safety.*
10. *Assisted in the upgrading of cameras and panic alarm systems throughout Town Hall and have installed monitors in the police department to view Town Hall's security.*

**Efforts to Secure Non-Tax Funding:**

1. Submitted an application with the Meyer Foundation. Received a Grant for \$96,300.00. Awaiting response on an additional submitted award for \$96,550.00 for police related equipment and building enhancement.
2. Continued the Government 1033 Federal Government Surplus Acquisition Program and have received many items and vehicles at no cost to taxpayers. We have totaled \$380,899.00 to date. As we always do, we will continue to try to locate any items under this program.
3. *Awarded Three Defibrillators from the 200 Club which were installed in police cars; \$2,700.00 Grant Received.*
4. *Department of Homeland Security-FEMA, awarded reimbursement for all expenses related to Winter Storm Quinn; \$414,317.53.*

**PLANNING BOARD ANNUAL REPORT – 2018  
THE YEAR IN REVIEW**

On September 9, 2009 Inserra Supermarkets, Inc. 430 Greenwood Avenue, submitted an application to demolish the existing functionally obsolete deteriorated A&P supermarket and the separate strip of stores (total 69,260 square feet) and replace it with a modern Shop Rite supermarket (62,042 square feet). This application was deemed complete in November 2009. Inserra began its public hearings on July 14, 2010 and continued through 2011 and into 2012 with a total of 39 meetings of which 16 were special scheduled additional meetings. The Shop Rite application was granted approval at the November 26, 2012 special meeting after 2½ years of testimony. The resolution was memorialized on February 13, 2013. In April a professional service resolution was adopted to appoint Board Attorney Perconti to defend the Wyckoff Planning Board in Stop & Shop Supermarkets vs. Wyckoff Planning Board and Inserra Supermarkets, Inc. and Munico Associates, LP and Wyckoff Residential, LLC vs. Inserra Supermarkets, Inc. A trial date had been set for January 29, 2014. During the course of the year Boulder Run and Stop & Shop filed complaints against the Planning Board challenging their approvals. In January 2014 the case was tried before Judge Meehan and a decision was rendered in August upholding all aspects of the Planning Board's actions. Both Boulder Run and Stop & Shop have appealed the Meehan decision to the Appellate Division of the Superior Court of New Jersey. In August 18, 2016, the appellate Division ruled in favor of the Township of Wyckoff and Shop Rite/Inserra. The Bergen County Planning Board granted site plan approval to Inserra. Stop & Shop appealed this

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approval to the Bergen County Freeholder Board who upheld the Bergen County Planning Board decision. Stop & Shop then appealed the Bergen County Freeholder decision to Superior Court, Law Division, and Bergen County. On May 12, 2015 Judge Meehan ruled in favor of Bergen County. Stop & Shop appealed Judge Meehan's decision to Appellate Division of the Superior Court of New Jersey. On August 18, 2016 the appellate decision confirmed Judge Meehan's decision. In 2017 Inserra Supermarkets demolished the two existing obsolete structures and construction of the new Shop Rite Supermarket is underway. Construction will be completed at the end of 2018 with a grand opening scheduled for early 2019.

There was one (1) soil movement application for 715 Laurel Lane for the import of over 100 CY of fill due to the fill and regrading of the property in order to demolish the existing home and construct a new home. The application was approved on May 9, 2018. A privacy fence application on the corner of 390 West Shore Drive and one on the corner of 304 Wiley Place were submitted and approved in the spring. Another privacy fence application was submitted on July 23, 2018 for a fence along the second front yard along Franklin Avenue. This application was approved on August 8, 2018. In May a sign application was submitted to the Planning Board for the installation of a ground sign on Wyckoff Avenue. The application was approved on June 13, 2108. There were 2 informal review requests before the Board for Hank Groenewal at 345 Franklin Avenue and the Wyckoff Methodist Church on Russell Avenue for a subdivision.

In January an application was submitted for a major subdivision application, extending the existing sewer system and the demolition of an existing house on Hillside Avenue and construct a new home on property that is non-conforming in lot area and side yard setback. This application was approved on February 14, 2018. Another subdivision application was submitted on June 8, 2018 for a subdivision on Ravine Avenue to subdivide the existing single family lot into two proposed lots where one lot will be conforming in lot size and the second lot will require a minor variance for minimum lot depth due to the curve of the cul-de-sac bulb. This application was approved on August 8, 2018. In March an application was submitted to realign the property lines of 3 lots to make the lot area more conforming. This was approved at the April 11, 2018 meeting. And on August 14, 2108 an application was submitted for a minor subdivision on the corner of Elmwood Place and Godwin Avenue. This was a variance free application and was approved on October 10, 2018. In June an application for Franklin-Monroe Realty, LLC (345 Franklin Avenue) was submitted which will include the renovation and rehabilitation of the existing structure for a bank use with a drive-thru on the ground floor and 2 residential apartments on the second floor. This application was approved at the August 8, 2018 public hearing meeting.

On March 17, 2017 the Bank of America submitted an application to replace an existing drive through teller lane with a drive through ATM along with related site improvements. This application has been carried to the January 10, 2018 meeting. The application was amended to install an ATM kiosk on an existing landscape island along the existing drive thru lane at the southwest corner of the property. The existing drive thru teller service under the canopy will be removed. This application was approved at the February 14, 2018 meeting. In March an application was submitted for Jersey Mike's to construct a 2,000 square foot stand-alone retail store on this property. This application was approved on May 9, 2018. In May an application was submitted for Petro Mechanic, Inc. (Lukoil North America) to reconfigure the concrete islands and replace the fuel dispensers and dispenser pan and install an ADA parking space and ramp. This application was approved in July. In July an application for Dairy Queen was submitted. Dairy Queen would like to install a generator in the second front yard along Godwin Avenue. Testimony began at the November 14, 2018 public hearing, carried to the December 12, 2018 meeting and will continue at the

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January 9, 2019 meeting. An amended site plan application was submitted in September for Four Gems, LLC on Everett Avenue. The applicant is proposing to expand the current building and to completely renovate the exterior and interior of the enlarged building for office use. This application was heard at the November 14, 2018 meeting where the Board requested further front yard relief. The application continued at the December 12, 2018 meeting and was approved. Another application was submitted for a storage shed at the International Center for Invasive Surgery on Goffle Road. This application was also heard at the November 14, 2018 meeting, carried to the December 12, 2018 meeting and carried to the January 9, 2019 public hearing meeting. A fence application for 468 Vance Avenue was submitted in November. The application was deemed complete and approved at the December 12, 2018 meeting. Robert Milanese, 406 Highland Avenue, submitted an application to remove the existing garage and construct an addition to the side of the building with 4 parking spaces. This application was heard at the June 13, 2018 meeting and October 10, 2018 meeting. A special meeting was scheduled and this application was approved at the November 29, 2018 special meeting. The objector and applicant came to an agreement. The application was approved for 3 tandem parking spaces and a business certificate of occupancy will be obtained. At a special meeting on October 15, 2018 the Wyckoff Master Plan was updated for the purpose of obtaining a final judgment of compliance and repose from the Court.

During the course of the year the Planning Board reviewed and recommended to the Township Committee Ordinance #1848 to require adequate buffer between a residential parcel and a newly proposed street and Ordinance #1865 to update mandatory affordable housing set-aside requirements.

PLANNING BOARD ANNUAL REPORT

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Minor Subdivision	0	1	0	1	1	0			1	2	3
Preliminary major subdivision/variance	1	0	0	0	0	0				2	1
Final approval	1	0	0	0	0	0					
Preliminary/Final site plan/variances	0	1	1	0	4	1	1				3
Amended site plan	5	2	0	3	3	5	6	3	1	8	3
Minor site plan (soil import)							3	1	2	2	1
Minor site plan (fence)	3	4	3	4	2	0			2	1	3
Minor site plan (sign)										1	1
Informal Discussion/Conceptual	1	0	0	0	2	1	1			1	2
Other: Ordinance Review							3	3	5	1	2
Lot Consolidation	2	0	8	2	5	2			0	0	
Extension of time	0	2	0	0	0	0			0		
	1	0	0	0	0	0			0		
TOTAL	14	10	12	10	17	9	14	7	11 11	17	18

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WYCKOFF BOARD OF ADJUSTMENT 2018 ANNUAL REPORT "THE YEAR IN REVIEW"			
	APPLICATIONS WITHDRAWN	DENIED	APPLICATIONS APPROVED
BULK VARIANCE	2	1	24*
HEIGHT VARIANCE	0	0	0
IMPERVIOUS COVERAGE VARIANCE	0	0	0
USE VARIANCE	0	0	1
DEVIATION FROM CONDITIONAL USE & AMENDED SITE PLAN	0	0	0
EXPANSION OF A NON-CONFORMING USE	0	0	0
SITE PLAN	0	0	0
SIGN VARIANCE	0	0	0
APPEALS	0	0	0
TOTAL APPLICATIONS	0	0	28

**Commentary:**  
The Christian Health Care Center "Vista" application was deemed complete August 20, 2009. Testimony began on December 13, 2010 and 9 special hearings were conducted in 2011. This application continued into 2012 with 8 special hearings to accomplish a thorough and complete review. This application continued into 2013 with 2 additional special hearings. The Board unanimously approved the Vista application on March 4, 2013 with the entire building to be built of non-combustible materials. On December 8, 2014 a special meeting was held to amend the previous variance and site plan resolution adopted by the Board of Adjustment on May 13, 2013. The application amends the prior approval to provide for a reduction of building coverage in Wyckoff & Hawthorne and a reduction of impervious surface in Wyckoff & Hawthorne. The applicant is also seeking an adjustment of the construction materials required in the Wyckoff resolution of approval. After testimony was presented the Board bifurcated the vote and voted no for the use of combustible material. The Board unanimously agreed to carry the second part of this application to the January 15, 2015 public hearing meeting. Special meetings were scheduled for March 2, 2015; March 9, 2015 and April 29, 2015. The Board hired an independent fire engineer consultant to analyze the CHCC site plan after Mr. John Horton, Senior Fire Protection Consultant with Jensen Hughes, gave his testimony for the CHCC. The consultant, Mr. Gary Montroy, testified that what the CHCC is proposing for the Vista is in compliance with the 2009 International Building Code and with the additional fire safety features that the CHCC provided, a safe building will be constructed for the safety and security of the Vista residents. The Board granted approval of this application for the Vista on April 29, 2015. In May of 2016 the Christian Health Care Center requested a two (2) year extension of time for the approval of the Vista since the Vista has not received county approvals both in Passaic and Bergen counties since this property is located in both the Borough of Hawthorne and the Township of Wyckoff. According to Wyckoff Ordinance, Chapter 46-23 it states that a one (1) extension can be requested. At this time the applicant is requesting a two (2) extension. The Board unanimously granted a one (1) year extension of time until June 30, 2017. On May 18, 2017 a second one (1) year extension of time was granted.  
In April 2018 the CHCC submitted a revised site plan to amend the Vistas previously approved variance and site plan to comply with the Bergen County Planning Board approval for dedication of property to increase the width and improve Sicomac

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Avenue along with increased frontage of the CHCC property with a revised driveway at the intersection of Sicomac Avenue and Cedar Hill Avenue. The improvements to Sicomac Avenue and Cedar Hill Avenue intersection include road widening, dedicated turning lanes and signalization for traffic safety. This application was approved at the July 24, 2018 special meeting. Construction is planned to begin in 2018 or 2019.

\* Of the 25 approved bulk variance applications 13 applicants were asked to submit revised plans at the request of the Board to make the plans more conforming with the Wyckoff Zoning Code and lessen the variance. Two applications were withdrawn and one application was denied.

TOTAL APPLICATIONS											
SUBMITTED											
2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
29	28	24	33	21	28	39	22	47	35	33	28

INSPECTIONS FOR SAFE BUILDINGS AND CODE COMPLIANCE

1. The Technical Department reviewed the following number of applications and performed the following projects:
- Swimming pool applications

11

• Construction permits + updates

1261

(\$447,057 in fees collected)

Note: Changes to UCC code this year – roof/siding, direct kitchen/bathrooms no longer require permits

• New Single Family Home site plans

6

• New Multi-Family Home site plans (Madeline Housing)

1

• New Buildings (includes homes, garages, cabanas)

27

• Additions

70

• Alterations

1220

• Demolitions (homes, garages, , sheds, inground pools)

13

• Zoning Permits (sheds and fences)

86

• UCC Building Inspections

1430

• UCC Electrical Inspections

1283

• UCC Plumbing Inspections

870

• UCC Fire Inspections

425

• Stormwater Management plan reviews

19

• New septic applications + re- reviews

55

• Septic system repairs

6

• Permanent Emergency Generator permits

91

• Sewer Main extensions

4

• Treatment Works applications

4

• Road opening permits

63

• Elevator Inspections

57

• Sidewalk permits

2

• Retaining wall design reviews

3

• Shade tree measurements for STC

31

• ZBA reviews and reports

32

• PB reviews and reports

8

• Continued Certificate of Occupancy

286

• OPRA Requests Researched

84

• Real Estate Sign Permits Issued

202

• Board of Health Licenses Issued

159

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2. The Construction Official issued penalties to eight (8) residential property owners amounting to \$7,150 who were found to have constructed improvements without the required building permits. Property owners performing work without construction permits are some of the primary reasons municipalities are ordered by the County to perform revaluations. Over time, the value of the home or the business structure increases faster than the market appreciation causing greater disparity between assessments and true value. The tax burden is unfairly shifted onto other taxpayers forcing them to incur higher tax payments and in effect, subsidize those illegal improvements. Additionally, all the taxpayers are forced to incur the cost of the mandated revaluation (in 2014, the cost of the revaluation was \$415,000).
3. Continued Certificates of Occupancy permits were issued to 279 property owners (resulting in revenue of \$41,850) after an inspection was requested and performed in anticipation of a home sale. Certificate of Compliance (includes rental properties) permits were issued to 292 property owners (resulting in revenue of \$21,900).
4. The Township Engineer, as the liaison to the Health Department, performs all the required inspections related to septic system design, repair and installations. Each new permitted septic system requires a minimum of 7 inspections from start to finish. Additional inspections may be required as conditions warrant.
5. The Technical Department is engaged to draft, review and recommend ordinances to the Administration. This year included septic best management practices
6. The Township Engineer coordinates and inspects work performed by all utility companies working in Wyckoff which include PSEG, O&R, Ridgewood Water, Cablevision, Verizon and NBCUA to ensure minimal disruption and quality control.
7. Health Department issues licenses for annual food handling, commercial kitchens, daycare facilities, summer camps, public pools and lake, ice cream trucks, milk delivery and vending machines. Involves mailing of applications and collection of fees.
8. Health Department issues 1-3 day temporary food handling licenses for fund raiser activities typically related to special events.
9. Health Department processes and reports animal bites, approximately 3/month. Cross references animal licensing, rabies certificate status and related follow-up.
10. The Township has three cell tower sites which are leased to cell phone carriers and are managed by the Township Engineer for upgrades, maintenance and lease renewals.
11. Maintain computerized well permits and decommission records issued by the State Bureau of Water Allocation.
12. Maintain septic pumping records and collect related fees.
13. Township Engineer investigates drainage complaints and roadway hazards and coordinates action efforts with DPW.



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14. Respond to structural emergencies resulting from tree falls and vehicle collisions.
15. Participates in OEM efforts for storm and disasters.
16. Additional efforts which consume time that are not tracked but provide customer service are:
  - Replying to questions from buyers, sellers, realtors, and both representing attorneys on real estate transactions with questions pertaining to our process and procedures. Often these questions pertain to the same property.
  - Questions relating to easement maintenance, drainage concerns, construction site cleanliness practices and property maintenance issues.
  - Contractors who incessantly contact the office via phone calls or office visits asking questions, requesting meetings, verifying review status, trying to influence accelerating the process for reviews, rushing the CO process and attempting to narrow the allotted inspection time window. Two veteran builders in Wyckoff who repeatedly ask the same questions in 2017 did so with:
  - Due to the influx of home improvement television shows, homeowners require a significant amount of time working through the construction/engineering/UCC permit process. Typically when a homeowner/contractor do not follow the rules/regulations and do not know the permit application process, we have to give them an additional 140% effort and walk them through the entire process which requires a significant amount of time. This year 65 people required additional assistance.
  - Floodplain questions and elevation certificates.
  - Wetlands
  - Planning and Zoning questions and verification.
  - Sewer collection system operations and maintenance which include 3 pump stations.
17. The Township Engineer performed the oversight and inspection necessary to bring the Toll Brothers sewer connection online including structuring the billing protocol. The Township Engineer conceptualized the Meer property sewer extension and performed existing site assessments contributing to the acceptance of a tri party joint venture to extend sewer service into the Knolls, and the Township Engineer engaged in the project planning, review and approvals of 7 privately funded sewer extension projects.

**MUNICIPAL ROADS PAVED IN 2018**

Barbara Avenue  
Florence Avenue  
James Way (from Ridgewood Water to Ellis Place)  
Squawbrook Road  
Hickory Hill Road (From Squawbrook to Briarwood)  
Merrywood Drive

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Eder Avenue (from Farview to #581)  
Eugene Way  
Norma Street  
Sheldon Street  
Victor Place  
Section of Ellis Place (Meer to #423)  
Lake Road  
Domm Court  
Nydam Lane  
Overlook Drive  
Buena Vista Way  
Allison Way  
Carriage Lane (Lakeview to Canterbury)  
Section of Lakeview (from Cedar Hill Avenue to Carriage Lane)  
West Shore Drive (Pathway to cul-de-sac)  
Buckingham Circle  
Raymond Lane  
Martom Road  
Anthony Place  
Van Houten Avenue (Martom to RWD Water property)  
Pathway Manor (Martom to Voorhis)  
Harding Road  
Van Schaik Lane  
Ravine Court  
Ravine Avenue (Lafayette to Hil-Ray)  
Spencer (Ravine to #509)  
Scott Plaza (from Franklin Avenue to High Street)  
Crescent Avenue (Lucas Lane to Franklin Avenue and Frost Court to Brookside Avenue) ***NJ DOT Grant***  
Lafayette Avenue (Entire Length) ***NJ DOT Grant***  
***The Wyckoff Family YMCA parking lot was paved in 2018.***

**Municipal Roads Paved in 2017:**

Woodbury Drive  
Eastview Terrace  
Heights Road  
Merlin Place  
Wilson Place  
Covington (Fairmont to Franklin Lakes' line)  
Concord  
James Way (Ackerson Ave to Ridgewood Water property)  
Cottage Road  
Mystic Court  
Oak Street  
Henry Place (half where PSE&G replaced gas main)  
Fairview (Franklin to Clinton)  
Sparrowbush Lane (area to correct drainage problem)  
Crescent Avenue (Lucas Lane to Frost Court) ***NJ DOT Grant***  
Ackerson Avneue  
Wyckoff Recycling Center lot  
Wyckoff Park & Ride at Cornerstone Church

***In 2018, Bergen County did not pave any of the county roads in Wyckoff. In 2017, Bergen County paved Cedar Hill Avenue (Sicomac Avenue to Lakeview Drive) and Russell Avenue.***

***In 2018, PSE&G constructed gas main replacement lines in: William Way, Lydia Lane and Long Drive. These roads are typically paved by PSE&G in***

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***the subsequent year. In 2017, PSE&G paved the following roads after constructing gas main replacements: Woodland Avenue (Monroe to Voorhees Avenue), Mary Ann Lane and Vasser Street.***

**RECOGNITION FROM THIRD PARTY INDEPENDENT AGENCIES AND AWARDS ACHIEVED**

1. The Police Department was awarded the American Automobile Association's highest award, the Award of Excellence for community traffic safety. Wyckoff was one of only ten municipalities of the 98 municipalities in Bergen, Passaic, and Hudson to receive this award. 2018 was the 13<sup>th</sup> time in the last 15 years that the Wyckoff Police Department earned this award.
2. The Township of Wyckoff achieved the following awards from the Bergen County Joint Insurance Fund Annual Awards Program:
  - a. Platinum Award for an Excellent Safety Program (the highest award)
  - b. Achievement of the Safety Program
  - c. 2018 is the 24<sup>th</sup> consecutive year that the Township was recognized since joining the regional joint insurance fund consortium for keeping employees at work and avoiding injuries and accidents, making municipal facilities safer.
3. In August 2018, "Safe Wise" rated the Township of Wyckoff as the 48th safest town of New Jersey's 566 towns. Safe Wise based their ratings on municipalities with populations over 10,000 and crime data filed with the FBI.
4. The Township of Wyckoff earned for the second time the Sustainable Jersey Silver Level Award from Sustainable Jersey. Wyckoff is the only Municipality of Bergen County's seventy (70) municipalities to receive this honor. Only twenty municipalities of New Jersey's five hundred sixty-six municipalities have achieved the Silver status. This is the highest award.
5. The Wyckoff Fire Department earned the desirable and outstanding insurance classification rate of "3" from ISO for a volunteer Fire Department. These ratings are typically used by insurance companies to price property and casualty insurance policies for homes and commercial properties.
6. For your awareness – In 2017, the Township's Uniform Construction Code Office, managed by Tom Gensheimer, our Construction Code Officer, achieved an insurance classification rating of "3" from ISO for Municipal Governments. This rating is also typically used by insurance companies to price insurance policies based on structural stability and compliance with national construction codes to survive various perils.
7. Rutgers University awarded the Township of Wyckoff a statewide public information award in the "Special Innovative" category for our multi-media public information campaign to address the July 2018 recycling crisis stemming from changes in overseas recycling markets.
8. The Township Administrator was awarded accreditation by the NJ Municipal Excess Liability Joint Insurance Fund evidencing education and proficiency in the risk management function he performs for the Township.
9. Congressman Josh Gottheimer awarded Bob Shannon, Township of Wyckoff's Municipal Administrator, a Congressional Certificate of Recognition as "Fifth District Hometown Hero."

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10. Police Chief David Murphy was awarded the Bergen County Police Chief's 2018 Achievement Award.

**SAVINGS & COST AVOIDANCES ACHIEVED THROUGH EXPLOITING  
SEALED, ADVERTISED COMPETITIVE BIDDING**

1. A new, five (5) year contract for Garbage Disposal was awarded. The solid waste of Wyckoff, Franklin Lakes and Oakland was aggregated and through advertised, sealed, competitive bidding contracts, were awarded based on discount pricing due to volume. The pricing for years 2018 through 2022 are lower than the price paid in 2012.
2. Strategic purchasing resulted in expanding the once a week curbside garbage collections to June and limiting the increase to 5%.
3. The Township entered into a five (5) year contract managing the recycling of leaves at no cost and a cost avoidance of \$600,000 per year, which would have been the cost of disposal without this contract.
4. A new two (2) year agreement with NBCUA was obtained for Sewer License Operator Service and daily monitoring and maintenance of the Township 's three (3) sanitary sewer pumping stations at a 3.2% cost increase.
5. The Township aggregated the volume of 72 fire equipment items that Wyckoff, Franklin Lakes and Oakland regularly purchase and through advertised competitive bidding, obtained prices 13% and 25% less than last year's cost.
6. The Township aggregated the volume of Wyckoff, Franklin Lakes and Oakland's firefighter medical examinations for PEOSHA compliance and our policy of School Crossing Guard medical examinations.
7. The Township, for the 8th consecutive year, aggregated 143 recreation items regularly purchased, of which 95 or 39% resulted in unit prices less than the prices paid last year.
8. See the attached Public Service Announcements issued to the local press and posted on social media accounts regarding the Township Committee's success.

**PUBLIC SERVICE ANNOUNCEMENTS  
ISSUED TO THE PRESS & POSTED ON SOCIAL MEDIA  
REGARDING:**

**GRANTS & SUCCESSFUL ACTIVITIES**

1. Wyckoff launches ***new Web Site***.
2. Wyckoff wins the ***Award of Excellence for Community Traffic Safety***.
3. Wyckoff achieves the ***"Platinum Certificate of Achievement"*** and a ***\$2,500 grant to be used for safety*** from the Bergen County Joint Insurance Fund. Three employees and the Township Committee received "special recognition for their safety efforts" – the Township Committee for encouraging safety, Laura Leonard, Nancy Cole, Elaine Booth and Krista Hussey.
4. Wyckoff was rated the ***5<sup>th</sup> Safest Town in New Jersey***.
5. Both a ***Fall and a Spring personal paper shredding event*** were provided without cost to residents and staffed by volunteers. Six (6) tons of personal papers were recycled.

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 18, 2018  
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6. Wyckoff is awarded another **NJDOT Grant to continue the paving of Crescent Avenue** between Brookside and Franklin Avenues.
7. Wyckoff applies for **Bergen County Open Space Grant to continue improvements at Russell Farms Community Park.**
8. A new **labor contract** was successfully negotiated with the **PBA** Local #261.
9. A **redesigned Friday E-Blast** (to coordinate with our new website) was launched on November 1, 2017
10. Wyckoff's creative Recyclometer, on the home page of the website, serves as an encouraging graphic reminder to reinforce recycling.

**PUBLIC SERVICE ANNOUNCEMENTS  
ISSUED TO THE PRESS & POSTED ON SOCIAL MEDIA  
REGARDING:**

**SUCCESSFUL SHARED SERVICES**

1. New five year **Solid Waste Disposal** Contracts.
2. New five year **Solid Waste Collection** Contracts.
3. Cost avoidance through five year contract for **Marketing Recycled Leaves.**
4. Cost avoidance through **Shared Service with Northwest Bergen County Utilities Authority.**
5. Cost savings through **WOLF Group bid for Fire Turn-Out Gear.**
6. Cost savings through **WOLF Group bid for 72 regularly purchased Fire Department items.**
7. **Improvements to Crescent Avenue** completed on time.
8. Cost avoidance achieved through **WOLF Group bid for Firefighter PEOSHA Medical Testing and the Township safety policy to Medically Test School Crossing Guards.**
9. Cost avoidance achieved through **WOLF Group 243 Recreation Item** bid.
10. Notice of **new law requiring Carbon Monoxide Detectors** in all buildings.

**2018 Annual Reports**

1. The Wyckoff Township Committee announces that the Wyckoff Police Department achieved accreditation from the New Jersey State Association of Chiefs of Police Law Enforcement Accreditation Commission. The Township of Wyckoff has chosen to pursue a voluntary statewide law enforcement accreditation program. It requires the adoption of standards and training which implement policies and procedures into existing operations. Achieving the accreditation status confirms that police personnel are up to date with all laws and police officers are exceptionally trained. The accreditation demonstrates professional proficiency in the delivery of police services. As an analogy, it is often compared to winning the green jacket at the Masters or achieving the Stanley Cup. This well-earned accomplishment will be presented by the New

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Jersey State Chiefs Association to Police Chief David V. Murphy and the Wyckoff Township Committee.

To achieve accreditation, the Wyckoff Police Department was required to meet more than 100 standards in five categories: administration, personnel, operations, investigations and handling of arrestees, detainees and prisoners. The Township obtained a grant which funded the services of the Rodgers Group, the premier professional police consultants in New Jersey to assist with updating all operating procedures.

A team of trained professionals visited the Wyckoff Police Department on March 25, 2018 and conducted a comprehensive, all day on-site assessment. The assessors inspected the police department, reviewed all policies and procedures, participated in a ride-along, interviewed employees and held a public information call-in session to determine that the department met the requirements of Accreditation.

Wyckoff follows the best practices recognized not only by New Jersey's Attorney General, but national standards. Wyckoff will apply for reaccreditation every three years.

Accreditation is a rigorous method of assisting police departments to improve their overall performance, and state accredited police departments are eligible for insurance rate discounts. It further reduces litigation by ensuring compliance with local, state, and federal guidelines by confirming best practice standards allowing the Police Department to be more effective risk managers. Accreditation acknowledges the implementation of these policies and procedures to create a sound and effective Police Department.

Through the accreditation process, departments are forced to self-evaluate their procedures and strive to improve and increase efficiency, representing a significant professional achievement.

In 2017, the Wyckoff Township Committee and Police Chief David V. Murphy have implemented many Police enhancements and operating efficiencies. Some noteworthy enhancements focus on; community safety and policing, improved speed limit compliance, convenient drug disposal, and enforcement of safe driving include:

- 1) Conducted Energy Devices, "Tasers" have been purchased and police officers have been trained on their use so that potentially violent confrontations can be brought to a relatively safe conclusion without the use of deadly force whenever possible.
- 2) A Project Medicine Drop Box program has been established in police headquarters for residents to dispose of their unused prescription and over-the-counter medicines. In 2017, 450 lbs. of drugs were disposed through the Wyckoff drug drop off box.
- 3) New mobile car video cameras and technology have been installed in six (6) police patrol vehicles.
- 4) New technology for finger print scans has been purchased and implemented.
- 5) One (1) new solar-powered electronic traffic safety message board trailer has been purchased. It is routinely placed throughout the roadways of Wyckoff.

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6) One (1) solar-powered electronic traffic safety radar trailer has been purchased to encourage safe driving through various messages directed at drivers.

7) Patrol officers were trained with laser radar, the newest technology available.

8) Installed an in-car computer ticketing system that is synched to the vehicle computer which allows officers to create and print tickets more efficiently and safely as it reduces the overall time of the traffic stop.

Police Chief David V. Murphy said, "I would like to thank all the members of the department that supported and assisted in this lengthy process and a special thanks to our Accreditation Manager, Detective Sergeant Michael Ragucci, who worked tirelessly on this project and made sure we were completely prepared and set up for success." Chief Murphy continued, "I would like to thank the entire Township Committee over the past two years, for their direction and support of the Police Department during the entire Accreditation Process."

The Township Committee extends its thanks and appreciation to Police Chief David V. Murphy and the men and women of the Wyckoff Police Department.

2. The Township of Wyckoff was awarded the American Automobile Association's highest award, the Award of Excellence, from the North Jersey American Automobile Association for its efforts to promote traffic safety. Wyckoff was one of only nineteen (19) municipalities in all of 98 municipalities in Bergen, Passaic and Hudson Counties to receive this distinction. (The 13<sup>th</sup> time in fifteen (15) years that the Township of Wyckoff has achieved this honor).

The Award of Excellence from AAA was presented to Wyckoff for its continued and consistent efforts of the Wyckoff Police Department in improving pedestrian safety throughout the community. Some of the safety programs include: safety talks with school aged children and senior citizens, demonstrations by bicycle patrol officers at schools, child safety seat inspections by certified police officers, periodic reviews of crash data to review cause and make possible changes, assist school officials in working to develop and maintain safe traffic patterns in school areas, providing school crossing guards with hand held LED flashing STOP signs, reviewed school crosswalk locations and made engineering changes to improve visibility and overall safety, installed traffic delineators at numerous school and high pedestrian crosswalk locations to improve motorist awareness of the requirement to stop for pedestrians, worked with AAA personnel to present the "Otto the Auto" safety program to young children, police officers visited with children at the annual "Safety Town", organized special DWI patrols, displayed the traffic trailer at various locations to advise motorists of their speed as well as to display safety messages, trained school crossing guards in traffic safety, and distributed traffic safety literature to the community.

**SAFE DRIVING EDUCATION / ALERTS:**

The Wyckoff resident newsletter, "Municipal Update" regularly includes safety guidelines for pedestrian safety and motorists' driving carefully and safely around town. Police Chief David V. Murphy periodically issues public service announcements which address pedestrian safety, awareness of speed limits, pedestrian Halloween safety, back to school pedestrian safety and stopping for pedestrians in crosswalks. A public service announcement titled "Speed Limits vs Common Sense" reminds residents and motorists that NJ State Law requires motorists to drive at an appropriate reduced speed (meaning slow down) when – approaching or crossing an intersection, approaching a curve in the road,

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approaching a hillcrest, driving on snow, ice or wet pavement and nearing pedestrians or bicyclists.

- Road markings and school crosswalks are annually repainted and advance warning signs are posted.
- No left turn regulations on Monroe Avenue and Franklin Avenue at certain high traffic time periods.

**COMMUNICATING SAFETY MESSAGES – A MULTI-PRONG PROGRAM:**

For example, efforts to enhance community traffic safety are communicated:

- Safe driving information distributed through resident newsletters, public service announcements, weekly E-News communication, Facebook, Twitter and Instagram.
- Enforcement of speed limits.
- Enforcement of the law that requires motorists to **STOP** and allow pedestrians in a crosswalk to safely cross the street.

Police Chief David V. Murphy thanks all of his patrol officers for their diligent efforts. Our hard working and dedicated officers make this award happen.

Patrol officers monitor intersections for view obstructions and other hazards. Speed and traffic surveys are ongoing both with traffic counting devices and traffic enforcement measures including the Traffic Trailer Message Board. Wyckoff truly believes in the three “E’s” philosophy in traffic safety – “Education, Enforcement and Engineering.” The Police Department continues to look for new ways to improve safety within the Township utilizing all three principles.

3. This week the Township Committee was notified it was awarded a 2017 Bergen County Open Space Municipal Park Improvement Grant. This \$48,000 grant will enhance the passive recreation facilities at the Russell Farms Community Park including construction of a sensory garden for individuals with and without mobility challenges, tables and benches with integrated table top chess boards, planting of mature deciduous trees to create a canopy of shade over the tables and an irrigation system to develop and maintain the green areas.

The Bergen County Open Space Trust Fund was established by the voters of Bergen County in November 1998. The Township of Wyckoff participated in the first grant application process under this new program and was successfully awarded a grant in 1999 for a roller hockey board system. The Township has applied for grants in each program year since 1999 and has successfully received grant funds which were used to upgrade the following recreational facilities: construction of a roller hockey board system, energy efficient roller hockey outdoor sports lighting and multi-sports outdoor lighting on ballfields 2 & 3 on Memorial Field, reconstruction of the basketball courts and lighting, Memorial Field backstop, foul lines fences and player dug-outs, as well as re-construction of the Township’s eight public tennis courts with a complete new playing surface, new fencing and new energy efficient outdoor sports lighting.



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4. The Wyckoff Township Committee adopted a resolution awarding contracts to nine (9) vendors who provided bids for items such as first aid kits, trophies, team uniforms and protective equipment to name a few which were the lowest individual unit prices.

The Cooperative Pricing Group has achieved discount volume pricing with a procurement that pooled the purchasing power of the three member municipalities (Wyckoff, Oakland and Franklin Lakes) to obtain volume discount prices. The Township of Wyckoff, acting as the Lead Agency, prepared a bid specification with the recreation equipment requirements of the three Recreation Departments. The bid specification listed 253 recreational items from first aid kits to trophies to shirts and protective equipment. All contract awards to vendors were made on the lowest individual unit price for all 253 recreation items. This way, the purchasing group ensures it obtains the most competitive prices from the nine (9) competitive bids received and stretches its tax dollar. These lowest individual unit prices are then utilized throughout 2018 for equipment needs of the individual recreation programs in each of the three municipalities. This year, 2018, marks the ninth consecutive year Wyckoff, Franklin Lakes and Oakland have obtained discount volume pricing through this regional bid.

In total, of the 253 individual recreation equipment items, 103 of this year's prices or 43% were lower in this year's bid compared to last year's bid. Additionally, another 26 items were the same price as last year meaning that 51% of 2018's prices are less than or equal to 2017's prices. More importantly, we hope that this provides an impetus for the expansion of the cooperative efforts among our three communities. In these challenging economic times, we must be more businesslike in our approach to government and look beyond our borders for creative ways to decrease the cost of government. While we live in very challenging economic times, such times present an opportunity to rethink and change the way we deliver services to our communities. Wyckoff has been committed to this for some time and will continue to explore all possible avenues to reduce spending to minimize the tax burden on our residents. The Township views it as being desirable and beneficial to the public good to continue to explore ways in which to reduce costs for the benefit of its residents by either regionalizing services to reduce redundancy on working cooperatively with our neighboring communities of Franklin Lakes and Oakland to effectuate purchases to obtain reduced pricing from vendors.

In December 2012, a WOLF Shared Service Contract was awarded for garbage disposal. A \$208,250 cost avoidance reduction or a 10% reduction over five (5) years for garbage disposal was achieved by aggregating the volume of garbage from Wyckoff, Franklin Lakes and Oakland into a single bid amount for Wyckoff.

5. The Wyckoff Township Committee adopted a resolution awarding contracts to eight (8) vendors who provided bids for items that are purchased to replace worn gear such as firefighting helmets, gloves, boots, firehoses, saw blades, emergency flares and fire hooks. These items represent a few of the items which were the lowest individual unit prices.

The Cooperative Pricing Group has achieved discount volume pricing with a procurement that pooled the purchasing power of the three member municipalities (Wyckoff, Oakland and Franklin Lakes) to obtain volume discount prices. The Township of Wyckoff, acting as the Lead Agency, prepared a bid specification with the fire equipment requirements of the three Fire Departments. The bid specification listed 84 fire department equipment items. All contract awards to vendors were made on the lowest individual unit price for all fire equipment items. This way, the purchasing group ensures it obtains the most competitive prices from the eight (8) competitive sealed bids received and stretches its municipal tax dollar. These lowest individual unit prices are then

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utilized throughout 2018 for fire safety and search and rescue equipment needs of the individual fire departments in each of the three municipalities. This year, 2018, is the second consecutive year Wyckoff, Franklin Lakes and Oakland have exploited discount volume pricing through this regional bid for fire equipment. Based on this success, again, this procurement will continue as an annual procurement going forward.

**This year, when the time comes to replace worn firefighting equipment, 20% of the items will cost less than we paid last year.** And 70% of the low bid prices are less than current catalog/web posted prices. More importantly, we hope that this effort provides an impetus for the expansion of the cooperative efforts among our three communities. In these challenging economic times, we must be more businesslike in our approach to government and look beyond our borders for creative ways to decrease the cost of government. While we live in very challenging economic times, such times present an opportunity to rethink and change the way we deliver services to our communities. Wyckoff has been committed to this ideal for some time and will continue to explore all possible avenues to reduce spending to minimize the tax burden on our residents. The Township views it as being desirable and beneficial to the public good to continue to explore ways in which to reduce costs for the benefit of its residents by either regionalizing services to reduce redundancy or working cooperatively with our brother municipalities of Franklin Lakes and Oakland to effectuate purchases to obtain reduced pricing from vendors.

In December 2012, a WOLF Shared Service Contract was awarded for garbage disposal. A \$208,250 cost avoidance reduction or a 10% reduction over five (5) years for garbage disposal was achieved by aggregating the volume of garbage from Wyckoff, Franklin Lakes and Oakland into a single bid amount for Wyckoff. 2018 was the tenth (10<sup>th</sup>) year for the regional recreation equipment bid and resulted in 43% of the unit items being available at a cost which was less than 2017 pricing.

6.

### Wyckoff—strong community spirit, lower taxes

**N**estled in the foothills of the Ramapo Mountains, Wyckoff (pop. 16,500) is at the very top of the list of desirable places to live in Bergen County. Lenape Native Americans first settled our area 10,000 years ago, with the first Europeans arriving in the 1700s. Zabriskie House, constructed in 1720 and one of the first permanent homes in Wyckoff, has been preserved and is now the town museum. The Lenape's Minisink Trail (from the Delaware River to the Atlantic Ocean) ran through the western section of our 6.7 square mile town.

Wyckoff is known for having the lowest taxes in our area (1.7% of a home's value annually), exceptional municipal services, and strong community volunteerism. Beginning with our vibrant volunteer fire department and ambulance corps, this spirit extends through a wide range of civic organizations including the Wyckoff recreation programs, the school PTO's, the Wyckoff Educational Foundation, Friends of the Library, Partners in Pride, Chamber of Commerce, Lions Club, Rotary, Wyckoff Newcomers

and Neighbors Club, Women for Progress, Activities Unlimited, and the Wyckoff Senior Club, to name a few. There are 14 houses of worship.

Wyckoff (wyckoff-nj.com) is served directly by two express bus lines and four train lines to Penn Station and Hoboken just two miles from our borders. Wyckoff has a lively central business district with restaurants, bars, boutiques, a supermarket and other stores. We also still have a working farm, Abma's, continuing an agricultural tradition which goes back hundreds

of years. Wyckoff is also home to Congressman Josh Gottheimer and two state assemblymen.

Known for its top-quality public education, including programs for children with special needs, Wyckoff has four elementary schools and a Blue Ribbon middle school. There are also two private religious grammar schools. Students have their choice of two regional high schools with optional university programs in engineering, science, medicine, business and international relations, and a wide range of sports and other clubs.

Our free public library is a hub of cultural activity and meeting space for more than 112 other organizations. Traditions enjoyed by generations of Wyckoffians include the Memorial Day Parade, the annual Fishing Derby in Zabriskie Pond, Wyckoff Day, our Labor Day weekend fireworks display, and holiday festivities on the Town Hall lawn in December.

There's an expression in town that "you can't spell Wyckoff without a 'Y'"—that being a reference to the Wyckoff Family YMCA, the most successful YMCA in New Jersey. The Y is much more than a place to work out or swim in

one of two pools or the summer outdoor facility; it sponsors hundreds of classes, programs, summer camps, and clubs for folks of all ages and abilities, including musical theater. The Y also provides convenient local day care facilities for young families. The Christian Health Care Center (the "CHCC") provides accommodation for seniors who may live independently or need skilled nursing care. It also has an adult day care program. We are within 15 minutes of two top medical centers in Ridgewood and Hackensack.

Consistently rated one of New Jersey's safest towns, Wyckoff is also famous for its parks and recreation facilities, including being home to what nj.com called "the state's least-known romantic spot," The Gardens of Wyckoff, a 13-acre park with more than 500 rose bushes. The 81-acre Bergen County Wildlife Center, established in 1962, is known for its pond and walking trail also finds its home here. Please come by and visit!

— Brian D. Scanlan, Mayor of Wyckoff

DISCOVER BERGEN COUNTY

Zabriskie Pond was donated to the Township of Wyckoff by Grace Zabriskie in 1973 and is the site of the annual fishing derby.

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7.

IRRIGATION SYSTEM



SENSORY GARDEN



Wyckoff awarded \$48,000  
Bergen County Open Space Municipal Park  
Improvement grant to improve  
Russell Farms Community Park

IMPROVEMENTS  
TO BE  
COMPLETED  
SUMMER OF 2019



CHESS TABLES

(Picture for illustrative  
purposes, actual tables to be  
determined).



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8.

**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

For Immediate Release  
October 16, 2018

For Further Information  
Contact: The Township Committee  
201 891-7000

**WYCKOFF EARNS THE SPECIAL/INNOVATIVE PUBLIC INFORMATION AWARD FOR ITS MULTIMEDIA EFFORT  
TO ADAPT TO NEW RECYCLING MARKETS**

The Township Committee has announced that the Township of Wyckoff was awarded the “Special” Innovative Public Information Award for its multimedia effort in the 57<sup>th</sup> Annual Municipal Public Information Contest sponsored by the New Jersey League of Municipalities, New Jersey State Municipal Management Association and Rutgers University Bureau of Government Research. The standards for judging are based on content, clarity, utility and appearance. The contest is open to all 566 municipalities in New Jersey. Wyckoff’s Public Information Program attempts to convey to our residents important information about municipal services, changes in laws and procedures or program dates. Wyckoff’s public information programs consist of our website: [www.wyckoff-nj.com](http://www.wyckoff-nj.com) (which was previously recognized as one of the best municipal websites), municipal resident spring and fall newsletters, our municipal calendar, public service announcements and social media postings on Facebook, Twitter, and Instagram as well as our “Weekly E-News Communication.”

This year, changes in the recycling markets necessitated significant changes to our recycling program. The multi-faceted media effort that was implemented to share these changes with Wyckoff residents was deemed to be worthy of an award in this year’s public information contest.

We try to anticipate what our residents need to assist them and encourage their utilization of municipal services. For example, the fall publication features our leaf collection because we feel residents should know when it begins, how it is conducted and what is picked up. Giving residents the benefit of this information facilitates our collection. Any time we arm the public with details to assist them in utilizing a program increases the effectiveness of that program exponentially.

Bearing economics in mind, the Township utilizes a team approach to develop written and electronic updates conveying important information to taxpayers concerning municipal services, changes in laws and procedures or program reminders.

The next publication that will be mailed to every residence and business in Wyckoff is the 2019 Municipal Calendar. The 2019 theme features the highlights of the Environmental Resources Inventory prepared by the volunteer members of the Wyckoff Environmental Commission.

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9.

**We've done it AGAIN!**



**Wyckoff has been awarded the  
Special/Innovative Award  
in the annual Rutgers Public Information  
Contest for our multi-media effort to  
communicate the changes in our  
**RECYCLING PROGRAM.****

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10.

Township of Wyckoff  
Memorial Town Hall  
340 Franklin Avenue  
Wyckoff, NJ 07481

**DATED MATERIAL**

Presort STD  
U. S. Postage  
**PAID**  
Permit 35  
West Caldwell NJ

**Postal Customer**  
Wyckoff, NJ 07481

**Township Committee**  
Brian D. Scanlan, Mayor  
Rudolf E. Boonstra  
Thomas J. Madigan  
Melissa D. Rubenstein  
Timothy E. Shanley

Designed by Rocket Graphics, North Haledon

Printed on recycled paper, with post consumer content

**Recycling Dates Through 2018**

Same Monday & Tuesday Districts • Different Recycling Categories Each Week  
Please Consult Your Municipal Calendar Street Index

Monday/Tuesday, **July 16-17** – Cardboard/newspaper/mixed paper  
Monday/Tuesday, **July 23-24** – Liquid & food containers  
Monday/Tuesday, **July 30-31** – Cardboard/newspaper/mixed paper

Monday/Tuesday, **August 6-7** – Liquid & food containers  
Monday/Tuesday, **August 13-14** – Cardboard/newspaper/mixed paper  
Monday/Tuesday, **August 20-21** – Liquid & food containers  
Monday/Tuesday, **August 27-28** – Cardboard/newspaper/mixed paper

Monday/Tuesday, **September 3-4** – Liquid & food containers  
Monday/Tuesday, **September 10-11** – Cardboard/newspaper/mixed paper  
Monday/Tuesday, **September 17-18** – Liquid & food containers  
Monday/Tuesday, **September 24-25** – Cardboard/newspaper/mixed paper

Monday/Tuesday, **October 1-2** – Liquid & food containers  
Monday/Tuesday, **October 8-9** – Cardboard/newspaper/mixed paper  
Monday/Tuesday, **October 15-16** – Liquid & food containers  
Monday/Tuesday, **October 22-23** – Cardboard/newspaper/mixed paper  
Monday/Tuesday, **October 29-30** – Liquid & food containers

Monday/Tuesday, **November 5-6** – Cardboard/newspaper/mixed paper  
Monday/Tuesday, **November 12-13** – Liquid & food containers  
Monday/Tuesday, **November 19-20** – Cardboard/newspaper/mixed paper  
Monday/Tuesday, **November 26-27** – Liquid & food containers

Monday/Tuesday, **December 3-4** – Cardboard/newspaper/mixed paper  
Monday/Tuesday, **December 10-11** – Liquid & food containers  
Monday/Tuesday, **December 17-18** – Cardboard/newspaper/mixed paper  
Monday/Tuesday, **December 24-25** – Liquid & food containers  
Monday/Tuesday, **Dec. 31-Jan. 1** – Cardboard/newspaper/mixed paper

Visit [wyckoff-nj.com](http://wyckoff-nj.com)

**Update**

SPECIAL NEWSLETTER • JULY 2018

**Wyckoff Adapts to a New Recycling Market**

**New Rules Go Into Effect Monday, July 16**

The Township of Wyckoff now provides an easy and environmentally sound recycling program acceptable to recycling markets.

Over the past year, there have been many articles in the *NY Times*, *Wall Street Journal*, etc. about the decline of the recycling industry. Essentially, the U.S. decided to "off shore" the processing of recyclables years ago and most of the plastic, glass and bottles were shipped overseas. Overseas markets are now rejecting recyclables from the U.S. for a number of reasons, but primarily due to the mixing in of trash and unwanted recyclables.

Starting on Monday, July 16 the Township of Wyckoff will continue its once a week collection of recyclables; however, in order to meet the market demand of "clean recyclables" which are the only recyclables that the recycling market will accept, residents must place the two different recycling categories at the curb on separate weeks.

**1. Beginning Monday/Tuesday, July 16th or 17th** – Place your cardboard/newspaper/mixed paper at the curb & continue this practice every other week.

**2. Beginning Monday/Tuesday, July 23rd or 24th** – Place your liquid and food containers at the curb & continue this practice every other week.

The information in this mailer explains the recyclables that are permitted for each collection. Be part of the recycling solution and help us to limit the amount of trash we send to landfills by recycling the specific items which are now permitted. Help us to **"RECYCLE RIGHT"**.

The Friday E-News will include a reminder about which recyclable is the focus for the coming week.



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### Cardboard & Mixed Paper Recycling

- Newspaper
- Cardboard (flattened)
- Mixed Paper: junk mail, magazines, paperback books, food/beverage boxes, paper bags, catalogs, office paper, and envelopes



Paper should be dry and free of food. It should not be bound with tape, twine or rope.

**No plastic bags!**

All of these items go together in bins/boxes/ recycling cans every other week.

*If in doubt, throw it out!*

### RECYCLE! RIGHT!

Use cardboard boxes, reusable bins or paper bags to hold your cardboard/newspaper/mixed paper recycling.

### Liquid & Food Container Recycling

- Steel & Tin Cans
- Glass Bottles & Jars (no lids)
- Aluminum Cans
- Plastic Bottles & Containers #1, 2, and 5 only (no lids)



Recyclables need to be empty, rinsed clean, dry, and not bagged.

**No plastic bags!**

Items go into your bins/recycling cans every other week.

*If in doubt, throw it out!*

### RECYCLE! RIGHT!

Keep paper separate from bottles and cans.

### Items Prohibited From Recycling Collection



- NO pizza boxes
- NO polystyrene foam or plastic #6
- NO hardcover books
- NO plastic bags
- NO caps, lids, tops or straws
- NO large metal items
- NO rubber or plastic hoses (i.e. garden hoses or electric cords)
- NO plastic food trays of any kind
- NO plastics #3, 4, 6 & 7
- NO plastic flower or plant pots

- NO light bulbs or strings of light
- NO disposable coffee cups
- NO food waste or recyclables with food residue
- NO hazardous waste
- NO sharp objects, syringes, needles, or medical waste
- NO styrofoam
- NO vegetative waste
- NO used diapers
- NO wrapping paper

Hey Kids! Myrtle the Turtle says, "Pay attention to the new recycling rules."



For more information, visit [wyckoff-nj.com](http://wyckoff-nj.com) or consult your municipal calendar.

11. December 22, 2017

Re: Robert J. Shannon, Jr. , Township Administrator - Awarded Accreditation

77 Risk Managers have been awarded accreditation by the New Jersey Municipal Excess Liability Joint Insurance Fund (MEL). Risk Managers are licensed insurance agents who are retained by towns and local authorities to advise them on insurance, claims and safety.

Robert J. Shannon, Jr., Township Administrator, Township of Wyckoff

The MEL instituted the accreditation program to recognize the MEL’s numerous experienced risk managers and to train new staff. To be accredited by the MEL, a risk manager must complete four all day sessions over a six month period with a total of 28 hours of classroom instruction.

Topics included a wide range of issues including basic risk management, governance of a local governmental entity, operation of a joint insurance fund, New Jersey Workers’ Compensation and Liability law, and the Local Official’s Ethics Act.

The purpose of the MEL’s Accreditation program is to assure that risk managers serving local government meet the highest standards. Professionals who successfully complete the program may use the designation “MEL Accredited Risk Management Consultant.”

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The MEL is a unique program because it is owned by its municipal members that comprise almost 65% of municipalities and local authorities in New Jersey. The risk managers continue to play an important part in the \$3 billion in taxpayer savings achieved by the MEL since the program's beginning in 1987.

12. The Wyckoff Township Committee, with the assistance of a \$165,627 New Jersey Department of Transportation (NJDOT) Trust Fund Grant, will resurface Crescent Avenue from Brookside Avenue to Frost Court and then from Lucas Lane to Franklin Avenue. (The section of Crescent from Frost Court to Lucas Lane was improved with a NJDOT grant last summer.)

The Township has been successful in past years and has been awarded grants which funded the paving of the following municipal roads: Mountain Avenue, West Main Street and Grandview Avenue, Lawlins Road, Crescent Avenue, Monroe Avenue and Park Avenue.

This project demonstrates continuing efforts to obtain funding to allow the Township to again achieve an improvement without having to spend Wyckoff property tax dollars. Getting our fair share of our tax dollars back from the State is a high priority given the continuing efforts in Trenton to reduce municipal funding to towns like Wyckoff. In 2010, the Township of Wyckoff suffered the largest percentage of decrease in State aid of any Bergen County's 70 municipalities – 25.5% or \$373,363; this funding has not been restored. (And a loss of State aid of \$594,911 since 2006).

The New Jersey Department of Transportation Trust Fund Grant Program requirements restrict applications to heavily traveled municipal roads which meet the following requirements; municipal roads which connect to two (2) County roads, (County roads are truck arteries and heavily traveled roads) or municipal roads which connect to another municipality and a County road, or municipal roads which are NJ transit bus routes, or municipal roads which are major routes to schools which experience extensive and consistent vehicle traffic. Seventy percent (70%) of the roads in New Jersey are maintained by municipal governments. Wyckoff has successfully utilized grant awards from this competitive State-wide grant program to keep these municipal arterial roads open and in good repair.

13. The Wyckoff Township Committee, with the assistance of a \$215,000 New Jersey Department of Transportation (NJDOT) Trust Fund Grant, will resurface Lafayette Avenue from Colgate Avenue to the Hawthorne municipal line.

The Township has been successful in past years and has been awarded grants which funded the paving of the following municipal roads: Mountain Avenue, West Main Street and Grandview Avenue, Lawlins Road, Crescent Avenue, Monroe Avenue and Park Avenue.

This project demonstrates continuing efforts to obtain funding to allow the Township to again achieve an improvement without having to spend Wyckoff property tax dollars. Getting our fair share of our tax dollars back from the State is a high priority given the continuing efforts in Trenton to reduce municipal funding to towns like Wyckoff. In 2010, the Township of Wyckoff suffered the largest percentage of decrease in State aid of any Bergen County's 70 municipalities – 25.5% or \$373,363; this funding has not been restored. (And a loss of State aid of \$594,911 since 2006).

The New Jersey Department of Transportation Trust Fund Grant Program requirements restrict applications to heavily traveled municipal roads which meet the following requirements; municipal roads which connect to two (2) County



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14. **PERSONAL DOCUMENT SHREDDING EVENT  
A SUCCESS!!!  
THANKS TO ALL WYCKOFF RESIDENTS!**

This past Saturday, April 28, 2018 from 8:30am to 11:00am, the Township Committee and the Environmental Commission conducted another free event for residents to drop off their personal confidential documents to be shredded and entered into the recycling stream. Many residents then drove across West Main Street and deposited their usual recyclables at the Recycling Center.

Residents had the opportunity to view a video display where they were able to witness the shredding of their documents. There were approximately 300 residents who deposited their personal documents that resulted in nearly 6,000 pounds or three tons of shredded recycled paper, which filled the shred truck.

*According to the United States Environmental Protection Agency, for every ton of paper that is recycled and re-directed into post consumer production, 17 trees are allowed to grow and are not required as raw material for the production of paper.*

**BE STORM INFORMED:**

It is requested that residents “**Sign-Up for E-News**” on the home page of [wyckoff-nj.com](http://wyckoff-nj.com) to receive notices of recycling events, storm updates and other timely information.

**THE NEXT SHREDDING EVENT WILL BE IN THE FALL!**

If you missed this event or have more personal documents that you would like to have shredded free of charge, sign up your email address at E-News on the home page of [wyckoff-nj.com](http://wyckoff-nj.com) to receive notices of our upcoming fall event.

The Township Committee extends its many thanks to the residents who participated in the event and requests its citizens continue to recycle and participate in the Township’s Nifty Fifty program. This will help reduce the amount of household garbage placed at the curb by identifying recyclables to be placed in our user friendly, dual stream recycling curbside collections. Thanks to the many that volunteered to staff the event and assist residents in their recycling efforts.

**DON’T TREAT YOUR RECYCLABLES LIKE TRASH!  
RECYCLE WEEKLY!**

15. **TEAM UP TO TIDY UP FOSTERS  
“KEEP IT CLEAN AND KEEP IT GREEN”**

Sunny skies prevailed and the weather was well-timed for a great day for all who participated in the Township’s Annual Clean Up Day – *Wyckoff’s Team Up To Tidy Up Day* this past Saturday, April 28<sup>th</sup>. The event, first held in 1989 and conducted every year since, was a great success with over 200 volunteers participating.

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Environmental Commission members, Denise Capparelli, Christine Key, Randy Hoogerhyde and Township Committeeman Tom Madigan, Environmental Commission liaison, along with Jr. Environmental Commissioners, Dan O'Connell, Jasmine Ho, Nick Rea, Allison Sassano and Alex Sullivan were accompanied by the Mayor and Township Committee members.

Volunteers of all ages were present including the Boy Scout Troop 89, Cub Scout Packs 110 and 309, Lincoln School Girl Scout Troop and the Eisenhower Middle School React Club. Members of the Green Team Task Force with help from the Wyckoff Rotary and Partners in Pride, a civic group dedicated to the beautification of Wyckoff were all available to lend a hand. We are very happy that many families and local organizations chose to make this a family event. The volunteers worked diligently to collect litter from more than 27 quasi-public sites throughout Wyckoff where litter seems to collect more. Volunteers ultimately collected a total of 62 bags of trash and 43 bags of single stream recyclable materials. Please check your Friday E-News for information on next year's event.

We would like to remind everyone that keeping our community clean and free of litter should not be limited to one day a year but a strategy for every day. Some anti-litter strategies to remember are:

- Bring reusable bags to the grocery store or supermarket rather than taking plastic or paper bags.
- If you forget to take your reusable bags to the grocery store and you use plastic grocery bags, please return your plastic grocery bags to your grocery store upon your next visit.
- Don't throw litter on the ground. If you see litter pick it up.
- Cigarette butts are litter. Dispose of them properly.
- Use trash and recycling receptacles where available. If no receptacles are available put discards in a bag to bring home to dispose of them.
- Adopt an area and keep it litter-free all year long.
- Use reusable drink containers instead of disposables.
- Remember only rain should be kept in a storm drain on a street
- **Wyckoff Recycles Weekly!**

The Township's Nifty-Fifty Program helps to promote recycling and to increase our residential recycling rate to 50%. The Township of Wyckoff is encouraging residents to reduce the amount of trash that needs to be transported to landfills by increasing the recyclables and decreasing the trash each family places at the curb. These strategies will not only help the Nifty-Fifty program to meet its 50% goal, but will also help to reduce refuse collection costs. Each month the Recyclometer as seen on [www.wyckoff-nj.com](http://www.wyckoff-nj.com), is updated with the current month's recycling rate. The March 2018 resident's recycling rate is 34.44%.

The Township Committee and the Environmental Commission appreciate all the volunteers for their time and effort in making Team Up to Tidy Up Day a great success! Remember that keeping the Township litter-free also keeps our waterways and water supply cleaner as well as providing a cleaner habitat for all. So please remember.....

**ONLY RAIN IN THE DRAIN**

**DON'T TREAT YOUR**

**Keep Litter Out of Storm Drains! RECYCLABLES LIKE TRASH**

**RECYCLE WEEKLY**

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16. The Wyckoff Township Committee announced that the Township of Wyckoff was presented with the "Platinum Certificate of Achievement – 2017 Safety Incentive Program" at the Annual Bergen County Joint Insurance Fund Safety Incentive Awards Ceremony. The Township of Wyckoff was presented with the **JIF's highest award**:

**PLATINUM CERTIFICATE OF ACHIEVEMENT  
2017 SAFETY INCENTIVE PROGRAM AND \$2,500 GRANT**

The Township of Wyckoff is a member in the consortium of municipalities who have participated in a regionalized program called the Bergen County Joint Insurance Fund to provide a program of cost effective insurance for its member municipalities.

The Platinum Safety Award was presented to the Township for its overall safety record, for achieving a low lost time frequency rate and one-hundred percent (100%) completion of JIF's 2017 Safety Incentive Program. The purpose of the Wyckoff Safety Committee is to achieve safe work areas for its employees and to encourage safety in the work place. Safety is a team effort in Wyckoff and the key ingredient is the participation of all Township employees.

As a participating member municipality, the Township has an active in-house safety committee that works to provide; a safe work environment, training to avoid employee injuries and making an effort to limit insurance costs. The Bergen County Joint Insurance Fund provides a safety incentive program. If a municipality achieves 100% completion of the safety incentive programs, it assists in limiting future insurance costs. Wyckoff was recognized for this accomplishment.

This is the twenty-fourth (24) consecutive year the Township of Wyckoff has been commended since joining the regional Joint Insurance Fund consortium for its compliance with the safety incentive program. The focus of the Township's safety committee is pro-active accident protection and periodic safety surveys are conducted to maintain a safe work and recreation environment on municipal property. The Township Committee is proud of Township Administrator Bob Shannon and his fellow workers. "The everyday little things they do - add tremendous value for the taxpayers of Wyckoff. For example, the DPW crews are very cognizant of safety and it is reflected in their daily work functions. Safety seminars are conducted to implement work skills for employee safety as well as limit insurance costs to the taxpayers."

The Township received a dividend this year from the Bergen County Joint Insurance Fund based on its safety efforts in past years, which was used to decrease the 2018 insurance costs. Safety is also a positive fiscal operation. Since 1995, the Township of Wyckoff has received dividends amounting to \$706,965.47 from the Bergen County Joint Insurance Fund which have been used to reduce subsequent year insurance costs.

The Township's Safety Committee consists of; Bob Shannon, Township Administrator; Nancy Cole, Denise Capparelli; Fran Piskadlo; David V. Murphy, Chief of Police; Tim Brock, Fire Chief; Diana McLeod, Chief Financial Officer; Joyce C. Santimauro, Municipal Clerk; Andy Wingfield, Recreation Director; Thomas Gensheimer, Construction Code Official/Building Subcode Official ; Scott A. Fisher, Public Works Manager, Susan DeRosa, Tax Assessor assistant; Mark A. DiGennaro, Township Engineer, Don & Janet Healey of the Wyckoff Ambulance Corps, Joseph Vander Plaat, Assistant Fire Chief and Laura Leonard, Library Director.

The Bergen County Joint Insurance Fund (BCJIF) is a consortium of municipalities that have regionalized to provide their own cost effective property and casualty insurance as well as workers compensation insurance. The impetus of the regionalization effort is to avoid costly insurance premiums through risk management and safety programs. The BCJIF is regulated by the state's Department of Banking and Insurance and the New Jersey Department of Community Affairs. It is the oldest municipal joint insurance fund in the state and currently has 38 member municipalities.

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**Continuation of Administrator Report:**

5. The Administrator reviewed the status of the Bergen County Open Space Grant for the purchase of Maple Lake. At this point, the Township has been unable to obtain from the County of Bergen the dates that the recommendations will be introduced. The Administrator opined that if the governing body could attend this meeting in a show of expression to the Freeholders how valuable this grant is to the Township of Wyckoff.
6. Town Hall has received many positive comments with regard to the 2019 Municipal Calendar where the theme is “Environmental Resource Inventory.”
7. Two (2) holiday bulletins were prepared for the Christmas and New Year Holiday. Those bulletins have been posted multiple times on all social media accounts, included in the weekly e-news communication and posted on the Township’s website.
8. There has been no reply to the communications to the Shop Rite Public Relations Firm as to the Township’s expression at the December 18, 2018 meeting that the signage requests were denied.
9. The Administrator is working with the Township Engineer on a zoning ordinance amendment which will be presented to the governing body shortly.
10. The Wyckoff Chamber of Commerce requested to present the awards to the winners of the Photo Contest at a Township Committee Meeting. The request was approved for the meeting on January 15, 2019.
11. The Township has an opportunity to avoid a \$26,000 price increase associated with the purchase of a fire apparatus to replace a 1986 – 33 yr. old apparatus. In order to comply with a series of local finance and local bonding requirements, an authorization must be received today if that action would be pursued to accelerate the funding and procurement of this process of the acquisition of the apparatus. A question was raised by Mayor Scanlan as to the outstanding items specifically, trade-in value and the cost of lettering in the price quotation. The Administrator responded that these two (2) items will be further pursued and considered and decided this evening. The governing body determined to move forward with this process to avoid the price increase.
12. There have been several conflicting dates regarding the United Way of Bergen County’s construction of a home for individuals with special needs at 370 Clinton Avenue. The facility will be ready for occupancy in February. The President of the United Way advised it will not be completed until sometime in June. Therefore, a need to open the roadway during the Winter moratorium does not exist. A meeting will be scheduled with all involved in an attempt to reach the same “time line” understanding.
13. The Administrator continues to send letters to the New Jersey Transit and the Federal Transit Administration in an effort to secure additional buses to serve the Wyckoff Park & Ride Commuter Facility.
14. The next meeting of the Township Committee will be on Tuesday, January 15, 2019. The Administrator requested authority to administer the Oath of Office to a new police officer at that meeting. Committeeman Boonstra advised that the officer will be replacing the vacancy created by

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the retirement of Sgt. Tully. This police officer is the Police Committee's first choice.

15. A question was raised with regard to the recent communication on the current status of the Ridgewood Water Litigation. The Township Committee Subcommittee, Mayor Scanlan and Committeeman Shanley have been in communication with the tri-town subcommittee of elected officials and special counsel. The Appellate Division has requested a mediation session where response letters must be provided to the Court by January 7, 2019. Information was provided to the counsel over the weekend.
16. Committeeman Madigan asked a question regarding the Christmas holiday garbage and recycling collection schedule. The Administrator responded that a very precise bulletin was crafted prior to the holiday and disseminated via weekly e-news communication and posted on all social media accounts. The bulletin was proofed by staff and clear and concise.
17. Committeeman Shanley asked about the appointment on the Reorganization Agenda of the Board of Adjustment Attorney and whether the funds allocated will be sufficient. At the last Board of Adjustment Meeting, a land use application was denied and the attorney for the applicant threatened to sue the Township. The Administrator advised that should a lawsuit be received, the Township can increase funding at that time.

**2018 Mayor's Remarks:**

**2018 Year in Review (or "what has my local government done for me?")**

As is customary at year-end, the outgoing mayor makes a few remarks about the Township Committee and the town staff's work in the year just past. You all have received Mr. Shannon's summary of 2018 accomplishments. The summary certainly comprises an emphatic reply to the question, "what has my local government done for me?" Here I list just a few of the achievements:

We reached a settlement in our affordable housing litigation and will have immunity from such litigation until 2022. As part of this settlement, we signed an agreement with Canterbury Development Corp. to acquire 20 acres of the 27-acre Maple Lake tract.

Working with Bergen County United Way, we broke ground on our special needs housing project, which will soon be providing a much-needed home for six adults.

Under the leadership of Chief Murphy, the Wyckoff Police Department secured accreditation from the New Jersey State Association of Chiefs of Police Law Enforcement Accreditation Commission, a years-long process that brings us up to the best practices in law enforcement. The Bergen County Police Chiefs Association awarded Chief Murphy its 2018 Achievement Award. The Department implemented an e-ticket that dramatically decreases the time of an average traffic stop and improves officer safety. Our police answered 15,000 calls for assistance in 2018. Our volunteer ambulance corps responded to 1,117 calls, and our volunteer fire department went out on 726 requests for help—104 more than last year. The Fire Department earned the desirable and outstanding insurance classification rate of "3" from the International Standards Organization, reducing residents' insurance premiums.

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We continue our tradition of fiscal prudence—the 2018 annual budget for operational expenses and capital improvement projects increased just 0.3% and the municipal tax increase was \$21.86 on the average assessed home of \$787,000. Sewer usage fees remained at 2016 levels. We added three new shared service agreements for a total of 13 and participated in eight cooperative pricing systems—all of which saved residents tax dollars. Our solid waste disposal cost for the years 2018 through 2022 is lower than the cost in 2012.

In addition to cost reduction and avoidance, the Township worked tirelessly to secure \$1.5 million in federal, state, county and private grants, and received a federal reimbursement of \$414,000 for costs incurred during the March storms.

Township of Wyckoff 2018 Grants		
Provider	Purpose	Amount
NJDOT	Pave Crescent Avenue	\$ 165,000
NJDEP	Recycling Collections	\$ 28,000
JIF	Safety Improvements	\$ 3,000
NJDEP	Clean Communities Grant	\$ 43,008
BC Open Space	Russell Farms Improvements	\$ 48,000
NJDOT	Pave Lafayette Avenue	\$ 215,000
NJ Dept. Law and Public Safety	Drive Sober Campaign	\$ 5,500
Columbia Bank	Firefighting Equipments	\$ 50,000
BC Open Space	Maple Lake Acquisition	\$ 900,000
Meyer Foundation	Police Equipment	\$ 96,300
200 Club	Defibrillators	\$ 2,700
		\$ 1,556,508
Pending grants		
Federal Grants	Fire prevention and firefighting	\$ 153,000
Meyer Foundation	Police Equipment	\$ 96,550
Department of Homeland Security-FEMA reimbursement expenses related to March 2018 storms: \$414,318.		
Federal Government Surplus Acquisition Equipment Program (1033)		
Since August 2016: \$380,899 of equipment donated to Township		

Thanks to the excellent work of Township Administrator Bob Shannon, we implemented a quick and smooth switch to dual stream recycling mid-year which avoided tens of thousands of dollars in disposal fees in 2018. Our primary informational video has generated more 2,100 views, our multi-media campaign garnered a Rutgers award for innovative communication, and we sold 500, 32-gallon recycling barrels.

On the topic of recycling, our DPW diverted 1,543 large appliances from the waste stream, recycled 2,060 Christmas trees, 222 tons of grass, and 141 tons of electronics. After the March storms, our crews picked up 558 tons of brush and branches, and, in the fall, 4,000 tons of leaves.

Our DPW also completed critical safety maintenance by repainting 263 stop lines, 34 crosswalks, and 23 ADA parking stalls. Our crews responded to 16 snow emergencies comprising 70 inches of snow and improved the pathway at Russell

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Farms Community Park by installing an ADA compliant "flexi-pave" material. We repaved 30 roads or part of roads in 2018, including longer stretches of Crescent Avenue and Lafayette Avenue.

We added nine sewer connections during the year and initiated a project along Wyckoff Avenue to tie in 15 more homes as well make sewer projects much more accessible to the Knolls section of town. We now have sewer services to more than 70% of our homes and businesses.

Our staff also dealt with routine government activities in a timely manner—our building department issued 1,261 building permits, our clerk's office answered 633 OPRA requests, released 4,000 documents and issued 1,712 dog and cat licenses. We added 420 email addresses for our town communications and now have more than 5,700. We improved cybersecurity and the resiliency of our township IT systems.

Last, and far from the least, Congressman Josh Gottheimer awarded Bob Shannon a Congressional Certificate of Recognition as a "Hometown Hero." Special thanks to Bob, Police Chief Dave Murphy, Township Attorney Rob Landel, CFO Diana McLeod, Township Clerk Joyce Santimauro, Township Engineer Mark Di Gennaro, Building Inspector Tom Gensheimer, DPW Manager Scott Fisher, Parks and Recreation Director Andy Wingfield, Fire Chief Tim Brock and Assistant Chief Joe Vander Plaat, volunteer Ambulance Corps Captain Hayley Rooney, our hundreds of volunteers—firefighters, ambulance corps members, coaches, board and commission members, and my colleagues on the Township Committee for their work on behalf of our residents in 2018.

It's been an honor and privilege to serve as your mayor in 2018. Thank you.

Motion: Timothy E. Shanley    Second: Rudolf E. Boonstra

All voted in favor of adjourning the Sine Die meeting at 11:38 am.

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Brian D. Scanlan  
Mayor

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Joyce C. Santimauro  
Municipal Clerk

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