

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, SEPTEMBER 3, 2019 – 7:00 P.M.**

Mayor Thomas J. Madigan opened the Open Work Session Meeting at 7:00 p.m. in the second-floor municipal court room.

Municipal Clerk Santimauro read the Open Public Work Session statement: "This Open Public Work Session Meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of meetings. A copy of said Annual Schedule has been posted on the Bulletin Board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers."

Present: Mayor Thomas J. Madigan, Committeemen Rudolf E. Boonstra, Timothy E. Shanley, Brian D. Scanlan and Committeewoman Melissa D. Rubenstein

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

Mayor Madigan opened the meeting for the ten (10) minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff, with a motion from Committeeman Scanlan, seconded by Committeewoman Rubenstein.

Michael Homyachak, 553 Helena Avenue congratulated and complimented the Township Committee on the new logo of the Township of Wyckoff that has been placed on the court room above the dais. Mayor Madigan complimented Diana McLeod, Chief Financial Officer who served as Project Team Leader on the court room renovation.

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

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

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

1. The Administrator reported the Agenda is as submitted on Friday and posted on the website with no changes.
2. Ordinance #1886 authorizes the renewal of a five (5) year lease at 399 Main Street (the old railroad station) to the Wyckoff PTO Economy Shop to operate a consignment shop. The governing body has leased this property for this public purpose continuously since 1967. The funds raised by the PTO Volunteers are donated to the schools. Mayor Madigan advised that the current PTO Leadership is improving the building. The building's lighting has been upgraded, the interior walls painted and new flooring has been installed.

Policy Action Items:

1. Pursuant to governing body direction at the last meeting, the Township Committee Meeting Date Schedule for 2020 has been presented. After a thorough and complete discussion, the Township Committee chose to have the first meeting for next year in June and November on the first

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Thursdays as opposed to the first Mondays due to the elections. The governing body also determined to conduct two (2) meetings in the month of July and one (1) meeting in the month of August. If a second meeting is required in August, a 48 Hour Notice may be issued.

2. Ordinance #1887 will have a public hearing and further consideration at the next meeting on September 17, 2019. The Land Use Law requires the Planning Board to review and recommend any zoning ordinance. That review is pending.
3. On Thursday, September 12, 2019 at 7:00 p.m. the Township's Animal Control Service will conduct a seminar titled "Living Safely with Wildlife in your Neighborhood." The seminar will be presented at the Franklin Lakes Municipal Complex located on DeKorte Drive.
4. The Annual Fireworks Display will take place on Saturday, September 28, 2019. Committeeman Shanley, Liaison for the event will provide an indepth report.
5. The Administrator provided an update regarding the request from the Wyckoff Volunteer Ambulance Corp. to utilize the Township's bulk mail permit to mail their annual fundraising letter. The approval was confirmed.
6. Correspondence was reviewed from the Municipal Clerk regarding Chapter 114A – Filming in the Township of Wyckoff. Filming, a commercial activity, is permitted in a residential zone on a limited basis in accordance with very specific and precise regulations. A number of resident complaints were received after filming was conducted on Laurel Lane two (2) weeks ago. The filming company exceeded the time period they are permitted to film. The ordinance also allows six (6) filming events at the same residence per year. That number was questioned as being excessive when multiple homes in the neighborhood are utilized for filming. The police department and the Municipal Clerk may in the future require a police officer at the filming location to be funded by the filming company to ensure the regulations are enforced at the request of neighbors.
7. The Administrator attended the "Movies at Memorial" on Thursday, August 29, 2019 where approximately 100 residents attended the movie "Small Foot." Mr. Shannon recognized Andy Wingfield and Robin McKeown for executing this popular event.
8. The proposed rules for Environmental Commission members when interacting with minors were reviewed. Mr. Shannon explained that Committeewoman Rubenstein, Liaison to the Environmental Commission and Peter Melchione, Chair of the Environmental Commission had met with the Administrator and requested he develop various rules to address complaints that were received from one (1) student member and her mother with regard to the commissioners. The Administrator requested the governing body approve these rules. The Township Committee approved said rules. The Administrator was asked to attend the next Environmental Commission Meeting to assist the Chair with the rule implementation.
9. The Administrator inquired as to the status of the proposal to provide a container at the Recycling/Conservation Center which would accept paperback and hardcover books. The governing body discussed this item at length and were of the opinion that if there are folks in our community who are soliciting certain types of books such as pre-k books for other

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members of the community to utilize, the town should promote that as well as this opportunity at the Recycling/Conservation Center. It was also mentioned that in order to allow for the placement of a container for this purpose or any other recycling purpose by a private entity, such location of this container would require advertised competitive bidding. The Administrator was instructed to move forward in this regard.

10. A detailed report will be provided and an update this evening by Committeemen Scanlan and Boonstra regarding their efforts to begin the Historic Preservation Commission.
11. The Administrator briefly reviewed an interaction his office encountered when the property owner on Colgate Avenue who believes she can acquire an unimproved Township road based on a legal theory of adverse possession. The Township Attorney provided some background on this matter. Both Mr. Landel and Mr. Garlick will research this matter.
12. The Administrator provided an update regarding the successful Summer Camp Program recently completed. The Summer Camp Program is provided by the Recreation Department for two (2) age groups – the first age group are kindergartners through 4th grade for campers held at Sicomac School from 8:30 a.m. to 12:30 p.m. at a cost of \$95.00 per camper per week. This Summer, 694 campers enjoyed that experience. In addition, the Township employed 61 youths as either counselors or counselors in training. For many of these young people, this was their first work experience introduction into a work environment. The second group incorporated campers in grades 5 thru 8 conducted at Washington School for six (6) weeks. This camp is operated for the Township by the Wyckoff Family YMCA. The Township initiated a competitive sealed bid process and has awarded a contract to the Wyckoff Family YMCA. The YMCA provides that Summer Camp for six (6) weeks Monday thru Friday from 9:00 a.m. to 1:00 p.m. 189 campers participated and the cost per camper is \$125.00 per week.
13. The DPW is continuing to paint of road markings, stop lines, school crossing crosswalks throughout the municipality. Due to the rainy weather, the painting process was delayed. Completion is anticipated shortly.
14. The Administrator reminded the governing body members that on Saturday, October 5, 2019 at 9:00 a.m. at 370 Clinton Avenue a grand opening for the special needs housing facility will be conducted.
15. On Thursday, October 10, 2019 at 7:00 p.m. Committeemen Shanley, Scanlan and Tom Gensheimer, Construction Official will meet with representatives of Orange & Rockland Utilities to address a situation where the utility terminates power at the home, leaves the property owner without power and explains they must obtain a permit (cut-in card) the next day from the town building department before the utility will return and restore electric to their home. It was noted that in two (2) of such situations this year, Mr. Gensheimer came back to the office in the evening and was able to provide the building permit after hours so these families would not be without electric. A better process will be advocated by both Mr. Shanley and Mr. Scanlan.
16. The Administrator thanked Ms. Santimauro for providing a thorough answer to the citizen who was inquiring about the Maple Lake affordable housing project. Since the Township Committee adopted the zoning ordinance, it would be appropriate for the governing body and/or the Township Attorney to contact the owner of the property and inquire and

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encourage his submission of a site plan and subdivision application. The court ordered approval included the Township Committee purchasing approximately twenty (20) acres of the twenty-six (26) acre parcel. These twenty (20) acres would be saved from development and would be dedicated for a nature sanctuary/passive recreation park. The Township has obtained a \$900,000 grant to purchase this property. However, the grant has a “sunset” provision and time is of the essence. The Township Committee discussed this at length and Committeeman Boonstra suggested possibly bifurcating the subdivision application and if the owner has prepared the engineering documents, then the Township could make the subdivision application to move the process along. Mr. Landel will contact the property owner in this regard.

17. Both the Municipal Clerk and the Township Engineer received a verification notice from the New Jersey DEP that the floodplain protection ordinance was adopted. As way of background, that ordinance and the flood protection maps are available for public inspection in the Municipal Clerk’s Office. The Township Staff does not interpret those documents. They are provided to the public upon their request.
18. An update was provided on the increase number of new social media followers to the Township’s social media accounts and weekly e-news communication. Due to the national trend of the demise of the community newspaper, in order to update its citizenry, the Township made a switch to utilizing a weekly e-news communication and social media accounts such as Instagram, Facebook and Twitter. In the month of August alone, 38 new followers were added to the Wyckoff Facebook account totaling 1,414. In the month of August there were 33 new followers to the Instagram account totaling 1,103. Finally, in August 8 new registrants were added to the weekly e-news communication totaling 5,868 registrants.
19. The Administrator recognized Joyce Santimauro. Approximately over one year ago, the governing body was visited by the Bergen County Clerk who offered to situate a satellite County Clerk’s Office in Wyckoff Town Hall. The available dates, far into the future, have now arrived on September 17, 18, and 19, 2019. Ms. Santimauro is working diligently to develop a full understanding of the services and costs to be offered. The County has provided a flyer however, the flyer does not include the requirements for those services. As an example, one can apply for a passport, but the flyer does state which documents and fees are required to complete a passport application. Ms. Santimauro will obtain this information from the Bergen County Clerk’s Office to disseminate to the residents prior to September 17, 2019.

Township Committee Reports:

Timothy Shanley:

1. The Volunteer Fireworks Committee has conducted five (5) meetings. The fireworks display is scheduled for Saturday, September 28, 2019. The committee anticipates securing numerous food trucks for the event. Lawn signs to support this event will be sold for \$25.00. The Administrator thanked Joyce Santimauro and her Staff for offering to sell these out of the Clerk’s Office. Volunteers from the committee will sell these signs on Saturdays in front of various businesses. Mr. Shanley thanked the Administrator for completing the contract and hold harmless work.

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2. The Wyckoff Recreation Youth Football Program begins on Friday, September 6, 2019. A fundraiser will be held on Saturday, September 7, 2019 from 6:00 p.m. to 11:00 p.m. at 10 Neelen Drive to raise funds for the proposal to install artificial turf field at Memorial Field.

Melissa Rubenstein:

1. Ms. Rubenstein advised that this is the third Township Committee Meeting being videotaped. Hello to Jillian and Lucas who are watching Mom from home.
2. Today was the first day of school for students in the Township of Wyckoff.
3. Ms. Rubenstein will attend the meeting of the Zabriskie House Trustees on Friday, September 13, 2019.
4. Ms. Rubenstein inquired as to the status of the contract purchase agreement for the 240 Demarest Avenue property. Mr. Garlick indicated that the Township is still waiting for the corporation that owns the property to sign the contract and return.
5. On Thursday, September 5, 2019 at 6:00 p.m. at the Wyckoff Family YMCA, Fire Co. #1 will conduct their Annual Beach Party Fundraiser.

Brian Scanlan:

1. An e-mail was received from the Mayor of Glen Rock suggesting that the tri-town alliance prepare a press release relating to the Ridgewood Water Litigation. Sub-committee members, Mr. Scanlan and Mr. Shanley reviewed the draft and did not feel such a press release was necessary. It has been adequately reported in the press.
2. Mr. Scanlan provided an update concerning the Historical Preservation Committee's efforts. Both he and Committeeman Boonstra have interviewed thirteen (13) residents who have expressed an interest in volunteering. The committee is awaiting an additional number of residents to complete the board roster. A report has been provided to the governing body for review. Any questions, please speak to Mr. Scanlan or Mr. Boonstra.
3. On Thursday, August 29, 2019 Mr. Scanlan met with the Library Director and the Chair of the Library Board to discuss the policies and activities regarding the new flagpole. The Library responded positively and are eager to address the governmental speech program with appropriate awareness programs at the library. Ms. Scanlan suggested advising the Library Board and the Library Director of the date of the dedication ceremony.

Mayor Madigan thanked Mr. Scanlan and Mr. Boonstra for their work on the Historical Preservation Committee.

Rudy Boonstra:

1. The Wyckoff Police Department is prepared for the first day of school on Wednesday, September 4, 2019. The focus is safety first and foremost.
2. The DPW has completed 95% of the road striping requirements.

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3. The information on the Historic Preservation efforts have been submitted to the governing body.
4. The Township has the New Jersey Department of Transportation (NJDOT) Trust Fund Grant Application pending. That application would reconstruct a culvert under Mountain Avenue which appears to be washing away just past the intersection of Camelot Court. Mr. Boonstra has requested the Township's Consulting Engineer to inquire from the NJDOT when that grant would be awarded, if the Township is expecting to be awarded that grant and the timeframes so the Township may begin work to replace the culvert. The DPW has placed two (2) large road plates over the area. The Township Committee may have to consider temporarily reducing the speed limit over Mountain Avenue in coordination with the Borough of North Haledon and the County of Passaic as Mountain Avenue is a county road.
5. Mr. Boonstra reported that The Barn Original on Sicomac Avenue is ninety (90) years old this year. The owner is planning a celebration sometime in early October. The Administrator was instructed to prepare a proclamation in recognition of The Barn's 90th Anniversary.

Mayor Madigan:

1. Today was the first of day school for students in Wyckoff. High school students begin classes on Thursday, September 5, 2019. Mayor Madigan extended best wishes for a safe and successful school year.
2. Mayor Madigan complimented Diana McLeod, Project Team Leader and members of the project team on the completion of the municipal court room renovations. Today, the Township's Seal was installed and all agreed it looks marvelous!!
3. On Thursday, September 11, 2019 the Township will conduct the Annual 911 Memorial Service at Fire Company #1 at 6:30 p.m.

Township Attorney Report:

1. Mr. Landel will contact the attorney for the Maple Lake property owner to inquire as to the status of their engineering plans.
2. Mr. Landel's office has completed the PTO Economy Shop Lease Agreement that will be provided to Bob Shannon.
3. Mr. Landel questioned whether the Township needs the unimproved section of Lebanon Street and if not, may it be vacated.
4. As to the purchase agreement for 240 Demarest Avenue, Mr. Landel's office continues to call the corporation which owns the property in an attempt to obtain the signed contract.
5. Mr. Landel is awaiting Bergen County Counsel to respond to the changes requested for the shared service agreement for the scuba truck that will tow the trailer and boats.
6. Mr. Landel and the Township Engineer have completed an indemnification agreement for a property on 200 Hillside Avenue which has placed improvements in the right-of-way. The agreement stipulates the property owner and his heirs are responsible for said improvements.

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7. Mr. Landel is completing a cell tower lease for the Administrator to include bid specifications.
8. A sewer extension agreement is being drafted for a property on Highview Drive.
9. Mr. Landel reviewed the Hold Harmless Agreement prepared by the Administrator and made several changes to the document.
10. Mr. Landel will touch base with the Township's Affordable Housing Planner and obtain the remaining overlay zone ordinances for review and Township Committee consideration.

The Open Work Session Meeting adjourned at 7:58 p.m.

Thomas J. Madigan
Mayor

Joyce C. Santimauro
Municipal Clerk