

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
TUESDAY, MARCH 19, 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 Committeeman Shanley.

There was no public comment.

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

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

**Township Committee Reports:**

**Brian Scanlan:**

1. Mr. Scanlan advised that on Wednesday, March 6, 2019 all members of the governing body attended the Bergen County Freeholders Meeting to speak in favor of the Township's grant application for \$900,000 to purchase a portion of Maple Lake. Mr. Scanlan advised that the Township was successful and the County provided the Township with a ceremonial check that evening. Mr. Scanlan thanked Mr. Shannon for his hard work that brought us to this point.
2. Mr. Scanlan and Mayor Madigan attended the Joint Insurance Fund (JIF) Safety Award Breakfast on Thursday, March 7, 2019. The Township of Wyckoff received the Platinum Award – the highest award and a \$2,500 grant for our efforts. Mr. Scanlan congratulated Bob Shannon and his team for diligent work.
3. On Sunday, March 10, 2019 Mr. Scanlan, Committeemen Shanley, Boonstra, Mayor Madigan, Scott Fisher and the Administrator attended the Eagle Scout Court of Honor at Advent Lutheran Church for Matthew Reynen. Matthew performed an Eagle Scout Community Service Project where he rebuilt the DPW signage and landscaped along the front of the DPW Building. Congratulations were extended to Eagle Scout Reynen.

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4. Last evening, Mr. Scanlan participated with the Township Committee in the Fire Chief's Program of observation, demonstration and inspection of the fire department, fire equipment, fire houses and the firefighters firematic knowledge. It was an outstanding evening.  
Mr. Scanlan added that at the fire inspection at Fire Co. #3, a sign is posted stating "The fire department is professionally staffed by volunteers since 1907."
5. Mr. Scanlan provided an update with regard to the public schools. The K-8 School Board introduced their 2019 Budget last evening however, Mr. Scanlan was unable to attend due to the conflicting aforementioned fire department program. Wyckoff's share of State Aid is increasing by \$127,000 to \$1.3 million dollars. The students at Eisenhower School developed a beautiful mural which is 8ft. tall by 23ft. wide and includes 3,000 books that were destined for recycling.
6. Mr. Scanlan inquired as to the status of the Hillside Avenue sewer extension project. Committeeman Boonstra responded that he has had two (2) meetings with the Township Engineer and there appears to be some confusion on the part of the Engineer for the sub-divider.

**Timothy Shanley:**

1. Mr. Shanley also commented on the fire department invitation to the Township Committee to inspect and receive a demonstration of the fire equipment last evening. The junior firefighter members participated and Mr. Shanley described them as impressive, specifically Clayton Alnor and Juliette DeKorte. They skillfully explained the operation of the fire trucks and the fire department. Mr. Shanley concluded that our fire department is in good hands with top equipment and top personnel.
2. Mr. Shanley attended the Parks and Recreation Advisory Board Meeting where their previous action was upheld regarding a football coach.
3. Mr. Shanley thanked his fellow governing body members and the Administrator for attending the Bergen County Freeholders Meeting which resulted in the Township receiving two (2) grants. The first grant is a \$900,000 grant for the purchase of Maple Lake and the second, a \$100,000 grant for the artificial turf field at Memorial Field.
4. The Shade Tree Commission Meeting was conducted on Tuesday, March 12, 2019 and the volunteer members continue to inspect trees on the municipal right-of-way for trees which require pruning or elevating. Also in attendance, three (3) students from Eisenhower School expressed their desire to underscore the importance of trees by participating in this year's Arbor Day Celebration. The Shade Tree Commission discussed ideas with the students and suggested the students speak to the Eisenhower School Principal and the Superintendent of Schools and identify numerous locations at Eisenhower School that would be appropriate for the planting of trees. The trees would be harvested from the Russell Farms Community Park Tree Farm.
5. A Board of Adjustment Meeting is scheduled for Thursday, March 21, 2019.

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**Melissa Rubenstein:**

1. Ms. Rubenstein attended the Environmental Commission Meeting last evening. Unfortunately, Matt Cascio, a volunteer member is stepping down from the commission. Ms. Rubenstein opined that the Environmental Commission needs direction.
2. The Wyckoff Board of Health Meeting was conducted on Thursday, March 14, 2019. The Bergen County Health Officer was invited to this meeting where a very productive 2 ½ hour discussion transpired. The result from the discussion was several additional mental health, stigma free, suicide prevention services that are available from Bergen County. The Township taxpayers pay a significant amount of tax to operate Bergen County and these services are available for residents. These services also include radon kits.
3. Ms. Rubenstein discussed the Township's proposal for a 2019 Bergen County Open Space Park Improvement Grant specifically, a playground for children ages 2-5 at the Russell Farms Community Park. She had a conversation with the Recreation Director with regard to lowering the height of one (1) of the three (3) slides to accommodate children ages 1-3. The playground design as yet to be finalized.
4. Ms. Rubenstein also attended the fire department inspection program last evening and was very impressed by the professionalism and knowledge of all the volunteers from the three (3) fire companies.
5. A number of residents have contacted Ms. Rubenstein to advise that the interior of the Wyckoff Family YMCA has signs stating that Hackensack Hospital has a "presence" in the YMCA. The Township Committee will pursue a clarification into this information.

**Mayor Madigan:**

1. Mayor Madigan also attended the meeting at the Bergen County Freeholders Office. The presentation of the \$900,000 ceremonial check was provided to the Township Committee who are pleased to be able to preserve the majority of this property from development.
2. Mayor Madigan displayed the Township of Wyckoff's Spring 2019 Resident Newsletter and described it as well done. One (1) of the newsletter pages defines a special health needs survey. Mayor Madigan encouraged all residents to review this survey should the need arise for assistance. Committeeman Shanley commented that this form was very helpful when the town incurred power failures during the storms several years ago. Committeewoman Rubenstein mentioned that the survey requests any developmental disabilities and/or cognitive challenges for both adults and children.
3. Mayor Madigan and Committeeman Scanlan attended the Joint Insurance Fund (JIF) Awards Ceremony where Wyckoff received the Platinum Safety Award. Congratulations to Bob Shannon and the Town Hall Team.
4. Mayor Madigan attended the most recent Planning Board Meeting but will defer the report to Committeeman Boonstra.
5. Mayor Madigan reported he attended the March Northwest Bergen Mayors Association Meeting which included a presentation on cyber security.

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6. The Chamber of Commerce Meeting is scheduled for Thursday, March 21, 2019 at 8:00 a.m. in the Shotmeyer Room at the Wyckoff Public Library. The topic will be cyber security.
7. Mayor Madigan also attended the Eagle Scout Court of Honor for Matthew Reynen and presented a congratulatory letter from the Township Committee.
8. Mayor Madigan participated in the Grand Opening Ceremony at Palermo's Bakery and Café on Saturday, March 16, 2019 and had the honor of cutting the ribbon.
9. There will be a Suicide Prevention Meeting on Tuesday, March 26, 2019 at the high schools provided to ninth graders. This presentation is being provided by the Ganley Family Foundation.
10. Mayor Madigan is looking forward to celebrating with the fire department their year of accomplishments on Saturday evening.

**Rudy Boonstra:**

1. Mr. Boonstra also attended the Bergen County Freeholders Meeting and was gratified to see all governing body members attended. The Township was able to bring home a \$900,000 grant.
2. The DPW has not experienced a snow event since the last Township Committee Meeting on March 5, 2019. Therefore, the DPW has redirected their expertise on the replacement of the windows in the Municipal Court Room. Based on an energy efficient audit by the Township Engineer, the DPW is implementing a complete window transformation.
3. At the last Planning Board Meeting, the board approved an application for an emergency generator at Dairy Queen. The Windham Court North Industrial Building application to expand the parking area was carried to the next meeting at the request of a resident group.
4. Mr. Boonstra also attended the fire department tour and review of equipment and procedures. The Wyckoff Volunteer Firefighters are very well trained and enthusiastic.
5. Mr. Boonstra attended the St. Patrick's Day Event at the office of the Township Attorney.
6. On a positive note, the Township has received its first request from a property owner at the corner of Sunset Boulevard and Wyckoff Avenue to connect into the sanitary sewer trunk extension that the Northwest Bergen County Utilities Authority will perform.

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

The Administrator reported that the Agenda presented is as distributed and posted on the municipal website on Friday, March 15, 2019. Mr. Shannon suggested the governing body satisfy themselves with Ordinance #1874. At this time, the Township Committee discussed with the Township Attorney possible changes to be added to the ordinance. A discussion ensued regarding Section 1, specifically Item G – would include the words “or like professionals.” They also

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discussed Section 1 – Item F, which would prohibit commercial driver's licensed vehicles as well as vehicles with commercial markings or commercial vehicles. The Township Committee discussed this clarifying language and a consensus existed to add these additions to Ordinance #1874.

A discussion also resulted in possibly adding language which would prevent the growing of marijuana at a home for development of edibles and then for sale. The Township Committee determined to recirculate its existing marijuana prohibition ordinance that was adopted in July 2018 and review it at the next meeting.

Mayor Madigan stated that he is not in favor of the Board of Adjustment Meeting on Thursday, April 18, 2019 which is Holy Thursday.

Therefore, in summary, Mr. Landel made the changes representing the governing body's consensus and they were added to the draft ordinance #1874 and will be introduced this evening at the public business meeting. The Administrator reported that as a further transparency enhancement, the Township publishes its ordinances in full to allow residents to understand the ordinance. Most municipalities publish a summary statement that does not allow reader(s) to understand the ordinance when it is published as a legal notice.

**Policy Action Items:**

1. At this time, the Township Committee discussed the fire department fireworks display. Committeeman Boonstra indicated that the Wyckoff Volunteer Fire Department has advised the Township Committee that they are unable to provide the Labor Day Fireworks. Fire Chief Brock has stated unequivocally that the fire department will no longer sponsor this event. It was intended to serve as a fundraiser but unfortunately, this event has not resulted in the creation of any revenue. Also, should it rain on that day, the fire department loses significant monies due to the loss of ticket sales "at the gate" the day of the event. The Township Committee met with other community entities specifically, the Wyckoff Family YMCA, the Wyckoff Chamber of Commerce and the Eastern Christian Children's Retreat to ascertain whether there was an interest in taking ownership of the fireworks display. The most promising response came from the Eastern Christian Children's Retreat primarily interested in combining the fireworks with their annual country fair the end of September. However, after further review, it was not possible due to insurance regulations and guidance from the Township's insurance professionals. When a private entity is brought into a municipal event, those immunities are not as strong. Therefore, 2018 is the last year that the fireworks display will be conducted in Wyckoff. Committeeman Shanley indicated that the fire department cannot raise funds with the fireworks event. Volunteer fire personnel are overextended and participation in fundraising events takes away considerable time from fire training and families. The "Taste of Wyckoff" event conducted several months ago raised over \$30,000. A golf outing fundraiser is scheduled for June.

Mr. Shannon reported that at the Fire Commissioner's request, notice to this effect is being developed and released to the public once completed.

2. Committeeman Scanlan advised that the fire department has also decided not to conduct the Duck Derby at Wyckoff Day on June 1<sup>st</sup>. There were similar reasons specifically, a great deal of work and did not raise substantial funds for the fire department.

3. Mr. Scanlan also advised that this year's Wyckoff Day Event provided by the Wyckoff Family YMCA will take place from 11:00 a.m. to 9:00 p.m. with a beer garden from 4:00 p.m. to 9:00 p.m. Committeewoman Rubenstein suggested the Recreation Department coordinate with the YMCA so as not to

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conflict with scheduled sports programs on Wyckoff Day. It was also discussed that the cost of the children's rides were pricey last year. Mr. Scanlan will report this issue to the Wyckoff Day Committee.

4. The Administrator suggested the governing body discuss the draft ordinance which would establish a historic preservation commission and process. The Township Attorney reviewed the draft ordinance specifically, the fact that it creates a commission and the service the commission would perform. Mr. Landel described the ordinance as utilizing the term "landmarks." Committeeman Scanlan noted that the impetus of the ordinance is to slow down any possible demolition of a historic home. Mr. Landel described the ordinance as a reasonable balance protecting these historic landmarks and not diminishing rights from the owners of these historic homes. The governing body discussed how best to proceed. The Administrator and the Township Attorney were tasked with proposing a plan which would include introduction of the ordinance, providing a broad and robust notice to the public of the ordinance and the public hearing on the ordinance would be approximately thirty (30) days after introduction and to encourage input. It was pointed out that the historic preservation commission would be an advisory board that would provide a report to the other land-use boards similar to the purpose of the Design Review Advisory Committee. A discussion resulted whether the two (2) boards should be combined. The Township Committee determined to focus on the historic preservation commission ordinance first and if successful, address the issue whether the two (2) boards should be combined in the future.

At 8:05 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to conduct the Public Business Meeting.

At 8:40 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

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

5. It was mentioned that the Zabriskie House Trustees were able to obtain a \$350,000 grant from the Bergen County Open Space Program for restoration of the Zabriskie House Preservation Project. This grant has a 25% match and the governing body extended their thanks to the trustees and Dr. Lynch for their diligent work to secure the grant.

6. Committeeman Boonstra and Committeewoman Rubenstein met with the Zabriskie House Trustees to review the wall on the Franklin Avenue side of the Zabriskie House property. Concerns exist from a safety perspective although after a safety inspection, it was concluded that the wall does not require reconstruction, just simply touch up.

7. Committeeman Scanlan inquired on the progress of the 2018 Open Space \$48,000 Grant Project at the Russell Farms Community Park. The Administrator replied that a project team meeting was cancelled due to a snow event. Once the snow is completely melted in the driveway and parking lot at the park, a meeting can be scheduled on site. The meeting is intended to locate or stake-out the area of the sensory garden and at the same time, be cognizant that this year's application, which may be approved, will include the location of a small playground for children ages 2-5. A determination will also be reached to locate the area for placement of the chess tables. This process will continue. Mr. Scanlan suggested that the mature trees that are part of the application be

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planted now. The Administrator will address the planting schedule at the next project team meeting.

8. The Administrator reported that since January 1, 2019 the Clerk's Office has completed 139 OPRA requests. Since the last meeting on March 5, 2019 the Township has responded to 12 requests for service of which there is a "click button" on the Township's website and all meeting minutes to date are posted on the municipal website. Ordinance #1873 was published in full to allow for greater transparency.

9. The Northwest Bergen Sewer Utilities Authority – Wyckoff Avenue sewer trunk main extension will begin on Thursday, March 21, 2019. The work is expected to take two (2) weeks. The contractor had completed the sewer extension work in the Wyckoff Community Park during the past week. An e-news communication will be sent later today or tomorrow morning advising the public of the road construction detour and temporary closing.

10 The Township had received a request from the high school to partially fund through its municipal alliance an anti-drug and alcohol use event. The request was reviewed by the alliance coordinator Patrolman Bill Christopher and the police department. The Township will participate with the Oakland and Franklin Lakes alliances to provide funding for the event.

11. Consistent with last week's meeting, the shoe and clothing recycling bins have been added to the e-news communication and social media posts so that residents are aware of these recycling opportunities. These recycling bins create revenue for the fire department and ambulance corps. for the purchase of safety equipment.

12. The Administrator has been working on the task of obtaining a professional affordable administration service and a proposal has been received. The proposal will be provided to the governing body for review this weekend.

13. The annual notice from the New Jersey Election Law Enforcement Commission was received. The Municipal Clerk has provided the compliance manuals and consistent with the mandate, notice has been placed in the Township Committee newsletter and posted on the legal notice bulletin board which prohibits political activity during the business of government.

14. The notice of intent to apply for a 2019 Bergen County Open Space Grant requires two (2) advertised notices in the newspaper. A public hearing has been pursued and will be scheduled for Tuesday, April 2, 2019. The application is due on May 20, 2019 however, the Township has experienced problems with the publication of legal notices even after verification of receipt of the notice. In order to meet the targeted application deadline, additional meetings are anticipated in the event of another occurrence where the newspaper fails to print the legal notices.

15. The Administrator attended the Wyckoff Board of Health Meeting on Thursday, March 14, 2019 to meet the new health officer and commented that he was quite impressed with the professionalism and competency of the Wyckoff Volunteer Board of Health members. The board was able to review the full range of county health services and in accordance with a suggestion from Committeewoman Rubenstein, that information has now been added to the Township's website and made into social media posts.

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16. The Township participates in the New Jersey League of Municipalities Annual Essay Contest which requires students to submit an essay on “What my Governing Body does Best.” This year, the Township received one (1) entry from Alex Sullivan which has been forwarded to the League for inclusion in the state wide essay contest.

17. A meeting was conducted with the Police Chief and the Board of Health Secretary to work in a collaborative effort to disseminate the ordinance and the certification that all businesses selling tobacco and nicotine delivery products cannot sell to persons under the age of twenty-one (21). In the future, that requirement will be made part of the annual food handler’s application. The Administrator thanked Police Chief Murphy and Cindy Risseuw for their team efforts.

18. As way of summary, the 2019 Municipal Budget was introduced this evening and will be published in the Ridgewood News on April 5, 2019. A public hearing and further consideration will be on the April 16, 2019 meeting agenda.

The Wyckoff Township Committee will introduce the 2019 municipal budget tonight limiting the increase to 0.04%. The Township Committee, led by Mayor Thomas J. Madigan and Councilwoman Melissa D. Rubenstein, worked diligently to limit the growth of the budget and provide a stable tax rate despite requirements to address uncontrollable expenses such as state mandated pension costs and employee health care costs. The impact on the average home (assessed at \$790,000) is \$32.39 for 2019. The tax rate increases 4/10<sup>th</sup> of 1 cent per \$100 of assessed valuation. The 2019 budget totals \$19,747,689 with a tax levy increase of \$241,481. The municipal budget is within the budget cap and the 2% allowable tax levy cap.

The Municipal Budget accounts for only 14% of a resident’s tax bill. The schools and county elected officials establish their own budgets and their own tax levies.

19. Committeeman Shanley reminded the Administrator to convey the purchase order for the purchase of the fire truck this evening to avoid the \$27,000 price increase which becomes effective on 3/20/19.

20. Committeewoman Rubenstein suggested that a meeting with the football boosters could be scheduled in the near future.

21. The Spring curbside leaf collection begins 4-1-19. Two (2) rounds of collection shall be provided. This information is in the Spring Resident Newsletter and will be in the weekly E-News Communication.

22. The Resident Free Personal Paper Shredding Event known as “Shredfest” is scheduled for Saturday, April 27, 2019 as is the annual clean-up day known as “Team Up to Tidy Up.” Wyckoff volunteers are requested.

23. Curbside Vegetative Waste collection begins April 11 & 12, 2019. Branches are not to be dumped on the curb.

24. The shared service for Court Administrator is being implemented .

**Township Attorney Report:**

1. Mr. Landel is working with the Township’s professional planner to obtain the zoning ordinance which creates an overlay zone.

2. Mr. Landel has submitted a request to the court for an extension of a preliminary judgement of repose to June 30, 2019.



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3. Mr. Landel commented that the grant award for the Zabriskie House was fantastic and also mentioned that not too many years ago, the Zabriskie House was not as high of a priority to the governing body as it is now presently.

The Open Work Session meeting adjourned at 8:56 p.m.

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Thomas J. Madigan  
Mayor

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Joyce C. Santimauro  
Municipal Clerk