

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING  
SECOND FLOOR MUNICIPAL COURT ROOM  
TUESDAY, APRIL 3, 2018 – 7:00 P.M.**

Mayor Brian D. Scanlan 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 Brian D. Scanlan, Committeemen Rudolf E. Boonstra, Timothy E. Shanley and Melissa D. Rubenstein

**Also Present:** Township Administrator Robert J. Shannon, Jr., Township Attorney Robert Landel, Municipal Clerk Joyce C. Santimauro and CFO/Tax Collector Diana McLeod

**Absent:** Committeeman Thomas J. Madigan

Mayor Scanlan 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 Boonstra, seconded by Committeeman Shanley.

There was no public comment.

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

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

**Township Committee Report:**

**Timothy Shanley:**

1. On Friday, March 23, 2018 Mr. Shanley attended the Wyckoff Volunteer Fire Department Inspection where the outside fire inspectors quizzed Wyckoff Firefighters on their firematic knowledge and inspected the utility of the fire trucks. Congratulations were extended to Fire Company #1 for winning the competition. Mr. Shanley expressed his gratitude to the firefighters in Fire Co.'s #2 & 3 who worked just as hard on this competition.
2. The water rate ordinance, introduced by the Village Council in the Village of Ridgewood, to set the water rates for residents of Wyckoff, Midland Park, Glen Rock and Ridgewood is to be reset for years 2010 – 2018. Mr. Shanley has been informed that despite Judge Friscia's decision, that the rates were arbitrary and capricious. Ridgewood proposes to establish the rates as adopted back in 2010. A public hearing is scheduled for Wednesday, April 11, 2018 at Village Council Hall and Mr. Shanley will attend.  
As way of background, Mr. Shanley attended the meeting when this ordinance was introduced and asked numerous questions of which the Ridgewood Village Council did not answer. At his request for a copy of the ordinance regarding water rates, Mr. Shanley was not provided with a copy of the ordinance as the Village of Ridgewood does not post its

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resolutions and ordinances the Friday before their meetings on their website. They also were not available at the meeting.

Mr. Shanley expressed disappointment with this “posture” of the Village Council since they are maintaining a large surplus in the water utility generated by the water rate payers of Wyckoff, Midland Park, Glen Rock and Ridgewood.

3. The New Jersey State Board of Public Utilities, the public agency responsible for overseeing critical services such as electric power, gas power, cable television, telephone service and telecommunications will be conducting a public hearing on Monday, April 16, 2018 from 4:00 – 7:00 p.m. at Mahwah Town Hall, 475 Corporate Drive to receive public comments regarding the March winter storms and the performance of the utilities. The Township Committee discussed attending and will be present to object to the poor response from Orange & Rockland Utility during these storms.
4. The Travelling Baseball Teams have begun their season and Mr. Shanley thanked the DPW for the preparatory work on the fields.

**Melissa Rubenstein:**

1. Ms. Rubenstein also attended the Wyckoff Volunteer Fire Department Awards Dinner and thanked the volunteer firefighters for their hard work.
2. On Sunday, March 25, 2018 at 8:00 a.m. Ms. Rubenstein attended the police accreditation process and with the governing body members welcomed the police evaluators.
3. The Wyckoff Board of Health will meet this week.
4. This evening, the Township will adopt its 2018 Operating Budget. The budget will be amended to include an \$8.00 increase per property to fund the storm related branch debris curbside collection. Highlights of the budget include limiting the increase to less than .014%. Ms. Rubenstein advised that the Wyckoff municipal taxes are only fourteen cents (.14) of every dollar. The total 2018 Municipal Budget comes in at \$19,630,198 and the tax levy has increased by \$234,015, well within the budget cap and the tax levy cap imposed by the State of New Jersey. The Township Committee continues to fund infrastructure – 1.5 million dollars will be spent on road paving.

**Rudy Boonstra:**

1. On Wednesday, March 14, 2018 Mr. Boonstra and Mayor Scanlan attended the Wyckoff Volunteer Fire Department “Smoke House” Training Drill, a component of the fire inspection at the Bergen County Police & Fire Academy in Mahwah. Both had the opportunity to “don” fire gear and experience the strenuous exercise the firefighters engage in for search and rescue.
2. On Friday, March 23, 2018 the Township Committee attended a presentation by the Wyckoff Police Department at Eisenhower School focusing on the dangers of “vaping.” There were three (3) separate presentations throughout the day including a speaker from the Bergen County Prosecutors Office. Mr. Boonstra thanked the police department and the Wyckoff Municipal Alliance for co-sponsoring this program.

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3. Mr. Boonstra congratulated the members of Fire Co. #1 for winning the annual fire inspection competition as well as the firefighters from Fire Co's 2 & 3 for their diligent preparation and performance.
4. On Sunday, March 25, 2018 Mr. Boonstra also participated in the police department's accreditation process where the governing body welcomed the evaluators who spent the entire day examining the police department's rules and regulations, equipment and technology to verify all meet the highest accreditation standards.
5. A project team meeting on the current effort to extend the sanitary sewers in the Knolls section of Wyckoff was conducted on Thursday, March 29, 2018. It was followed by a meeting yesterday at 3:00 p.m. with the Northwest Bergen County Sewer Utilities Authority representatives of which Mr. Boonstra will provide an update in closed session this evening.
6. The snow event yesterday was the 15<sup>th</sup> storm that the DPW crews have responded to. The special storm related curbside branch collection is progressing with crews in District 3 today. These snow events have delayed the branch collection since the DPW must shift their equipment and focus to snow plowing operations.

**Mayor Scanlan:**

1. Mayor Scanlan reported that in 2017, the Wyckoff Volunteer Fire Department responded to 602 calls for assistance. Assistance to the neighboring municipalities resulted in 109 mutual aid calls to Wyckoff. A total of 9,500 hours were utilized to respond to these calls and 17,000 hours were committed to training in preparation for these calls for assistance.
2. Mayor Scanlan expressed his thanks to Bob Shannon who with the governing body on Sunday, March 25, 2018 welcomed police inspectors into police headquarters. Bob greeted the inspectors with his bagpipe music and the American Flag was flown from the fire department ladder truck to underscore the importance of this accreditation process.
3. Mayor Scanlan and Committeeman Shanley met with the Administrator, Chief Financial Officer and the owner of TNT Max to research the process to build a more resilient e-mail system during storm outages. A report to follow later this evening.
4. Mayor Scanlan distributed a one page annual report from the Wyckoff Public Library for activities and resident participation during calendar year 2017. The library loaned out 216,867 items and 15,391 people attended 736 programs. The Reference Desk answered 19,060 questions. Many thanks to the library, its Board of Trustees, employees with a special thanks to Laura Leonard, Library Director for the excellent service extended to our residents.
5. Mayor Scanlan suggested that next year the Wyckoff Education Foundation should either conduct its annual fun run in the Fall or switch to a date in May. Various municipal events (Shredfest, Team Up to Tidy Up) were "shifted" in order to accommodate the fun run date of Saturday, April 21, 2018. Additionally, the baseball/softball opening day parade date had to be changed due to this event.

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6. Mayor Scanlan received several complaints from Charnwood Drive residents regarding construction work in Franklin Lakes being performed by Toll Brothers after the hours that a contractor may work in Franklin Lakes. The mayor of Franklin Lakes has been contacted in this regard.

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

1. The Agenda includes a public hearing on the 2018 Municipal Budget, a resolution to amend the municipal budget to provide resources to fund the resident storm related branch curbside collection and a final vote to adopt the 2018 Municipal Budget.
2. A request was received today to enter into a closed session discussion regarding the Northwest Bergen County Sewer Utilities Authority negotiations to bring the sanitary sewer line closer to the Knolls neighborhood of Wyckoff.
3. The Township Attorney has requested a discussion in closed session regarding affordable housing litigation.
4. Mayor Scanlan suggests that Item B under the Grand Openings schedule for Saturday, April 28, 2018 (fifth event on this date) be changed from 11:00 a.m. to 12:00 noon.
5. A public hearing is scheduled to accept a \$215,000 grant to pave part of Lafayette Avenue.

**Policy Action Items:**

1. A communication was received from St. Nicholas Greek Orthodox Church requesting to conduct their Annual Fall Greek Festival. This communication has been forwarded to the functional departments of the Board of Health, Police Department and Fire Department for review and a report. The Municipal Clerk will coordinate all the required approvals prior to emerging on a business meeting agenda.
2. The Bergen County Administrative Office of the Court forwarded a communication to Wyckoff regarding a reminder that the governing body must appoint a public defender.
3. The Administrator provided examples of penalties issued to builders or property owners at 111 Edison Street, 539 Farview Avenue and 686 Charnwood Drive for performing work without building permits. When work is performed without building permits, it "skews" the sales ratio to market value resulting in taxpayers incurring a costly revaluation.
4. A communication was received from the Clerk's Office that as of March 20, 2018 the office has responded 118 OPRA requests this year.
5. The Administrator reviewed a number of community events which include; leaf collection will begin on Monday, April 9, 2018, Team Up to Tidy Up, the Annual Personal Shredfest and the Arbor Day Celebration all scheduled for Saturday, April 28, 2018. Throwing out the "first pitch" to begin the baseball/softball season is also slated for Saturday, April 28, 2018. The Vegetative Waste Collection Program begins on Thursday, April 12<sup>th</sup> and Friday, April 13<sup>th</sup>.

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6. Last Friday, March 30, 2018 a communication was received from Bergen County that they are now accepting Open Space Grants until June 18, 2018 for both land acquisition and the park improvement programs. The Township Committee discussed these programs and the Administrator was then guided to prepare a land acquisition application for the purchase of a portion of Maple Lake. Mayor Scanlan suggested that the governing body consider the following projects for the park improvement plan; the construction of a playground at the Russell Farm Community Park for younger children and the construction of a drainage-proof walkway at the Larkin House Park for easy accessibility and public enjoyment. Mr. Shannon also sent a request to the departments of public works, engineering and recreation for input on such a park improvement as well.
7. The Emergency Operations Plan has been approved by the New Jersey State Police which is required to be evaluated and approved every three (3) to five (5) years.
8. A letter was received from Alba Properties, LLC, the owner of the Brownstone Inn, located at the corner of Franklin and Wyckoff Avenues, which are County roads. The property owner is requesting assistance as trucks negotiating a turn from Wyckoff Avenue onto Franklin Avenue are striking the corner of said property. It was indicated that the Brownstone property is on the historic register.
9. As a follow-up to Committeeman Boonstra's report, the fifteen (15) snow events which the DPW has responded to this season, have resulted in sixty & ½ inches of snow falling in Wyckoff.
10. The Administrator reviewed the request from the governing body last meeting to evaluate several steps to continue a persistent effort with the Board of Public Utilities concerning the unacceptable performance of Orange & Rockland Utility during the March winter storms. The Board of Public Utilities will be conducting a public hearing in Northern New Jersey on Monday, April 16, 2018 from 4:00 – 7:00 p.m. at Mahwah Town Hall, 475 Corporate Drive. Governing body members plan to attend. Notice of this meeting was sent to the members of the Wyckoff Chamber of Commerce since a number of businesses suffered spoiled food as the business center was without power for two (2) days during Winter Storm Riley.  
The Township Committee determined to establish a subcommittee to move this process forward to include Mayor Scanlan and Committeeman Shanley. The Administrator was able to determine that the Board of Public Utilities does not permit public comment at their regular monthly meetings. All public comment must be executed through their internet portal. Last week, Mr. Shannon suggested that the Township Committee attend a meeting of the Board of Public Utilities and remind the board they are the State agency charged with the restoration of critical safe and reliable electric service and the Township of Wyckoff is within their service area.  
It was also noted that the resolution adopted at the last public meeting expressing no confidence in Orange & Rockland Utility should be re-submitted again to the Board of Public Utilities.  
The Administrator also suggested the implementation or design of a social media campaign to remind residents not to be caught "unconnected" for the next storm.
11. The Administrator reviewed a proposal from the Chief Financial Officer has prepared to bifurcate the Township's e-mail whereby twenty (20) critical e-mails can be hosted in the "Cloud." The remaining e-mails would be hosted through the in-Town Hall server. This will provide the

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greatest opportunity for resiliency should a storm again knock out the town's ability to communicate by e-mail. It is believed that having e-mail capability during the storm is valuable to the governing body in order to respond to resident questions and concerns regarding while the power is out.

The Township Committee discussed this at length and added a twenty-first critical e-mail – the Court Administrator. A governing body consensus existed to move forward with the project.

12. A resolution was proposed by Committeeman Madigan to communicate the less than satisfactory snow plow performance by Bergen County on their roads in Wyckoff. The Township Committee determined to carry this resolution until the next meeting.
13. The Administrator was authorized to sign the annual audit engagement letter on behalf of the Township Committee.
14. The Administrator was excused from the 5/1/18 Township Committee Meeting to attend a purchasing seminar.
15. The Township Committee discussed various dates suggested for a ground breaking ceremony at 370 Clinton Avenue for the housing for individuals with developmental disabilities. The governing body decided on 5/5/18 at 9:00 a.m.
16. Spring Leaf Collection will be extended and will begin the week of April 9, 2018 due to the three (3) snow days which delayed the curbside branch collection.
17. The Administrator asked the Township Committee to consider as both a cost avoidance measure and to encourage residents to access the Township's website and social media accounts not to print and mail the Spring and Fall Newsletters. The newsletters would be issued through the every Friday E-News and posted on social media accounts. The Township Committee agreed to consider the suggestion.
18. The Administrator advised the governing body that Town Hall has experienced approximately twenty-five (25) calls each day regarding tree service, with many callers alleging dangerous trees. It is impossible to respond, inspect, measure and reply to this volume of requests on ninety-two (92) miles of roads. He advised he is surveying municipalities to determine which municipalities require property owners to be responsible for trees in the unpaved right-of-way as Bergen County does for trees in their right-of-way in Wyckoff and the other sixty-nine (69) municipalities in Bergen County.

**Township Attorney Report:**

1. Mr. Landel is drafting a sewer extension agreement.
2. A developer's agreement is being drafted for Brooks Builders for the five (5) lot subdivision on Wyckoff Avenue.
3. The Township Attorney is diligently working on the affordable housing litigation and has requested to update the governing body via closed session discussion tonight.

At 7:55 p.m. the Township Committee recesses the Open Work Session discussion of the Open Public Meeting to conduct the Public Business Meeting.

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At 8:15 p.m. the Township Committee reconvenes the Open Work Session discussion of the Open Public Work Session Meeting voting as follows:

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

A water leak was reported which delayed the continuation of the Work Session Meeting until the DPW and the Fire Department responded.

At 8:30 p.m. the Township Committee recesses the Open Work Session Meeting discussion to enter into Closed Session Discussion via Resolution #18-C11.

At 9:30 p.m. the Township Committee reconvenes the Open Work Session Meeting Discussion voting as follows:

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

Committeeman Boonstra made a motion, seconded by Committeeman Shanley to authorize the Township Attorney to prepare a shared service agreement with the Northwest Bergen County Sewer Utilities Authority to extend a sanitary sewer trunk line through the Wyckoff Community Park, through the side yard of one of the five (5) new lots being constructed on Wyckoff Avenue to connect to the dry sewer in Brownstone Court and extending same to Martom Road and possibly Sunset Boulevard.

The Township Attorney was also authorized to incorporate the requirements of this project into the developer's agreement for Brooks Builders. All governing body members voting affirmatively.

The Open Work Session Meeting adjourned at 9:32 p.m.

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Brian D. Scanlan  
Mayor

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Joyce C. Santimauro  
Municipal Clerk