

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE WORK SESSION MEETING
MUNICIPAL COURT ROOM
TUESDAY, MARCH 5, 2019 - 7:00 P.M.**

1. 7:00 pm Work Session Meeting called to order by Mayor Thomas J. Madigan
2. Roll call of Township Committee
3. Reading of "Open Work Session" statement by Mrs. Santimauro
4. Confirm Finance Committee has reviewed and signed vouchers and that Mayor and Municipal Clerk have signed any necessary documents
5. Ten 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.
6. Review of 8:00 p.m. Business Meeting Agenda – Administrator
7. Review of Policy Action Items – Administrator
8.
 - a. Report of Township Committee
 - b. Report of Administrator
 - c. Report of Attorney
9. Recess Work Session Meeting to conduct 8:00 pm Business Meeting
10. Reconvene Work Session Meeting
11. Adjourn

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

FORMAL ACTION MAY BE TAKEN AT THIS WORK SESSION

**TOWNSHIP COMMITTEE BUSINESS MEETING
MUNICIPAL COURT ROOM
TUESDAY, MARCH 5, 2019 - 8:00 PM**

1. Regular Meeting of the Wyckoff Township Committee called to order by Mayor Thomas J. Madigan
2. Flag Salute
3. Invocation given by Reverend Joseph Schattauer-Paille' from Advent Lutheran Church.
4. Reading of the "Open Public Meetings Act" statement by Mrs. Santimauro
5. Roll call of the Township Committee
6. Public Comment period, five (5) 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.
7. Approval of the February 19, 2019 Township Committee Work Session and Regular Business meeting minutes:

MOTION: _____ SECOND _____
BOONSTRA__ RUBENSTEIN__ SCANLAN__ SHANLEY__ MADIGAN__

8. **Consent Agenda:** All matters listed below are considered by the Township Committee to be routine in nature. There will be no separate discussion of these items. If any discussion is desired by the Township Committee, that item will be removed from the Consent Agenda and considered separately:

I Resolutions (Adoption of the following):

- | | |
|---------|--|
| #19-137 | Authorize the Tax Collector to Bill 2019 Sewer Service Charges |
| #19-138 | Authorize Community Pass Recreation Registration and Payment Process |
| #19-139 | Payment of Bills |
| #19-140 | National Poison Prevention Week |
| #19-141 | Authorize Shared Service |
| #19-142 | Refund Maintenance Guarantee for Deep Brook Road |

II Motions

- a. Approve the ten day temporary sign application from The Health Stop to advertise an in store demonstration.
- b. Approve the ten (10) day temporary sign request from the Wyckoff Family YMCA to advertise a concert event on March 15, 2019.

Following is the vote on the Consent Agenda:

MOTION: _____ SECOND _____
BOONSTRA__ RUBENSTEIN__ SCANLAN__ SHANLEY__ MADIGAN__

III Ordinance – Public Hearing/Further Consideration

#1873 - AN ORDINANCE AUTHORIZING THE APPROPRIATION OF \$300,000 FOR IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE TOWNSHIP OF WYCKOFF, COUNTY OF BERGEN, STATE OF NEW JERSEY AND PROVIDING THE NECESSARY FUNDS THEREFORE.

MOTION _____ SECOND _____
BOONSTRA__ RUBENSTEIN__ SCANLAN__ SHANLEY__ MADIGAN__

IV Adjourn

**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**

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-137**

INTRODUCED:

SECONDED:

MEETING DATE: March 5, 2019

**REFERENCE: Authorize Tax Collector to
bill 2019 Sewer Service Charges**

VOTE: BOONSTRA ___ RUBENSTEIN ___ SCANLAN ___ SHANLEY ___ MADIGAN ___
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WHEREAS, Ordinance #1796 was adopted in 2016 establishing sewer service charges; and,

WHEREAS, the sewer service charges have not changed for 2019; and,

WHEREAS, this resolution is proposed to provide authority to bill 2019 sewer service charges established for 2016.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the current sewer service annual charges established by the adoption of Ordinance #1796 shall serve as the authority to bill and collect sewer service charges for 2019.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Chief Financial Officer/Tax Collector and the Sewer Operating Clerk.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF,
CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED
BY THE TOWNSHIP COMMITTEE ON MARCH 5, 2019.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-138**

INTRODUCED:

SECONDED:

MEETING DATE: March 5, 2019

**REFERENCE: Authorize Community Pass
Recreation Registration and Payment
Process**

VOTE: BOONSTRA ___ RUBENSTEIN ___ SCANLAN ___ SHANLEY ___ MADIGAN ___
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WHEREAS, the Township of Wyckoff utilizes an online registration and payment program to provide ease and convenient opportunity for residents to register their children for recreation programs; and,

WHEREAS, the online registration vendor – Community Pass, will no longer provide support services for the third party merchant who processes credit card payments and deposits the funds into municipal bank account for this purpose; and,

WHEREAS, Community Pass has offered to serve as the credit card merchant directly which will decrease staff work and time to verify compliance; and,

WHEREAS, the Chief Financial Officer and Administrator recommend Township Committee provide authorization for utilizing Community Pass to provide a comprehensive recreation and credit card processing platform for the recreation online registration accounts; and,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Wyckoff Chief Financial Officer is authorized to implement this program.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF,
CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED
BY THE TOWNSHIP COMMITTEE ON MARCH 5, 2019.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-139

INTRODUCED:

SECONDED:

MEETING DATE: March 5, 2019

REFERENCE: Approval of Vouchers and
Authorization to Pay Bills

VOTE: BOONSTRA ___ MADIGAN ___ RUBENSTEIN ___ SHANLEY ___ SCANLAN ___
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WHEREAS, the Township of Wyckoff is a municipality in the State of New Jersey operating under the authority from NJSA 40A:63-1 et seq; and,

WHEREAS, the Township of Wyckoff has received vouchers in claim for payment of materials supplied and/or services rendered; and,

WHEREAS, the said vouchers have been reviewed and the amount indicated on each voucher has been determined to be due and owing; and,

WHEREAS, the Township Committee has a practice of each Township Committee member participating in the reviewing and signing of vouchers; and,

WHEREAS, the vouchers which comprise this bill list have been reviewed and signed by two (2) Township Committee members and they have found them to in order; and,

WHEREAS, the Township Treasurer has certified that sufficient funds are available for payment of said vouchers.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the action of the said Finance Committee be approved; and, that the payments of these bills are hereby authorized and the Chief Financial Officer is directed to issue checks for their payments as listed on the bill list attached to this date's meeting minutes and covered by checks no. Payroll A/C, Direct Deposit Vouchers no., Library Payroll check nos., Library Direct Deposit Vouchers no., Claims Wire nos., check no. Accutrack A/C, Claims check nos. and Voided Claims checks no..

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-140**

INTRODUCED:

SECONDED:

MEETING DATE: March 5, 2019

**REFERENCE: National Poison Prevention
Week**

VOTE: BOONSTRA ___ RUBENSTEIN ___ SCANLAN ___ SHANLEY ___ MADIGAN ___
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WHEREAS, Congress designated the third full week in March to be National Poison Prevention Week (NPPW) in 1961 and since then this week has helped to raise national awareness of the dangers of potentially poisonous medicines, household chemicals, and other substances; and,

WHEREAS, poisoning is a preventable illness! From the youngest to the oldest, all people and even pets are at risk; and,

WHEREAS, poison centers across the country will focus the public's attention on identifying poisoning hazards at home as well as learning ways to prevent poisoning emergencies; and,

WHEREAS, a poison is defined as anything that is taken in the wrong amount, in the wrong way or by the wrong person; and,

WHEREAS, unintentional poisoning is the leading cause of unintentional injury death in New Jersey outnumbering deaths by motor vehicles and firearms; and,

WHEREAS, drug overdose deaths including those from prescription and over-the-counter medications, as well as illegal drugs such as heroin and methamphetamines remain at epidemic proportions for both New Jersey and the United States; and,

WHEREAS, in approximately 94% of unintentional poison death nationally and 96% in New Jersey, drugs are the poison; and,

WHEREAS, although the majority of reported poison exposures involve children five (5) years old and younger, the majority of poisoning deaths occur in adults aged 20 to 59; and,

WHEREAS, lead poisoning remains a major public health concern. Elevated blood lead levels can cause significant and permanent damage to the health and wellbeing of a young child. There is no safe level of lead. Stop a child's exposure to lead before it causes harm; and,

WHEREAS, the New Jersey Poison Information and Education System (NJPIES), a division of the Department of Emergency Medicine of the New Jersey Medical School of Rutgers, The State University of New Jersey, provides expert advice, drug information, and poison prevention education to NJ residents through the 800-222-1222 Poison Help Hotline; and,

WHEREAS, all services are free, confidential, multilingual and available 24 hours a day, 7 days a week, 365 days a year even during bouts of Mother Nature; and,

WHEREAS, the public can contact a poison expert by calling (1-800-222-1222), chatting (www.njpies.org), or texting (8002221222@njpies.org); and,

Township of Wyckoff – Resolution #19-140 – March 5, 2019

WHEREAS, consumers must be aware that e-cigarette devices, hookah pipes and liquid nicotine may contain very high doses of nicotine in enticing colors, aromas, and flavors – increasing the likelihood that small children and pets will focus their attention on them. These products pose serious risk of poisoning; and,

WHEREAS, poison experts urge residents to use our services as a resource for poison and drug information instead of consulting the internet for information that may not be accurate; and,

WHEREAS, we encourage all residents to program the Poison Help Line 800-222-1222 into home, office, and cell phones because a rapid response can make a difference in preventing serious injury and saving lives; and,

WHEREAS, poison centers help to eliminate thousands of unnecessary and expensive emergency department visits by offering callers access to free, confidential medical advice; and,

WHEREAS, NJPIES is also involved with the state's efforts in homeland defense, counter-terrorism, emergency preparedness and response, bio surveillance, and surveillance for clusters of poisonings and their sources (products, food and beverages, chemicals in the workplace and at home, environmental toxins, drugs and medicine, and animal and insect bites and stings).

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that they do hereby proclaim the week of March 17-23, 2019 as National Poison Prevention Week in New Jersey and encourage all citizens to pledge their commitment to ensuring the safety of themselves, their families, and their community.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON MARCH 5, 2019.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-141**

INTRODUCED:

SECONDED:

MEETING DATE: March 5, 2019

REFERENCE: Authorize Shared Service

VOTE: BOONSTRA ___ RUBENSTEIN ___ SCANLAN ___ SHANLEY ___ MADIGAN ___
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WHEREAS, New Jersey's Shared Services Act ("Shared Services Act"), NJSA 40A:65-1 et seq. permits municipalities to enter into agreements for the shared provision of services which a municipality is "empowered to provide or receive within its own jurisdiction"; and,

WHEREAS, the Shared Services Act permits shared use of public employees between municipalities; and,

WHEREAS, the legislative intent of the Shared Services Act is to "facilitate and promote interlocal and regional service agreements" and to interpret the grant of power to municipalities under the Shared Services Act "as broad as is consistent with general law relating to local government"; and,

WHEREAS, the Township of Wyckoff is in need of a Municipal Court Administrator, due to a vacancy in the department; and,

WHEREAS, the Borough of Glen Rock (Glen Rock) has agreed to share the services of the Municipal Court Administrator with the Township of Wyckoff (Wyckoff) upon the terms and conditions as set forth in the Shared Services Agreement; and,

WHEREAS, Glen Rock and Wyckoff will duly adopt substantially similar resolutions authorizing the shared use of Kimberly McWilliams, Certified Municipal Court Administrator and Violations Bureau staff, which shared use shall be governed by an agreement unless otherwise superseded by law; and,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Shared Service Agreement for Certified Court Administrator Services is approved and the Mayor and Municipal Clerk are authorized to sign the Shared Service Agreement.

BE IT FURTHER RESOLVED, that the Municipal Administrator shall provide the signed copies of the agreement to the Borough of Glen Rock Administrator for transmission to the Bergen County Vicinage for approval from the Municipal Division Manager and the Bergen County Assignment Judge.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON MARCH 5, 2019.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #19-142**

INTRODUCED:

SECONDED:

MEETING DATE: March 5, 2019

**REFERENCE: Refund Maintenance
Guarantee – Deep Brook Road
Barrister Home Construction Inc.**

VOTE: BOONSTRA _____ RUBENSTEIN _____ SCANLAN _____ SHANLEY _____ MADIGAN _____

WHEREAS, Mr. Robert Milanese, Barrister Home Construction, Inc., posted the following developers escrow with the Township Clerk in October 2008 for the Barrister at Deep Brook project as follows:

Performance Bond	\$750,600
Performance Cash	\$ 83,400

WHEREAS, Township of Wyckoff Resolution #09-257 approved on December 15, 2009 authorized the following:

	<u>Current Performance Guarantees</u>	<u>Recommended Amount To Be Held</u>	<u>Amount to be Released</u>
Performance Bond	\$750,600	\$225,180	\$525,420
Performance Cash	<u>\$ 83,400</u>	<u>\$ 25,020</u>	<u>\$ 58,380</u>
Total Performance Guarantee	\$834,000	\$250,200	\$583,800

WHEREAS, Township of Wyckoff Resolution #16-166 approved on June 6, 2016 authorized the following:

	<u>Current Performance Guarantee</u>	<u>Two Year Maintenance Maintenance Guarantee</u>	<u>Amount of Performance Guarantee to be Refunded</u>
Perform/Maint Cash	\$ 25,020	\$12,495	\$ 12,495
Perform/Maint Bond	<u>\$225,180</u>	<u>\$ 93,845</u>	<u>\$ 93,845</u>
Total	\$250,200	\$106,340	\$106,340

WHEREAS, the Township Consulting Engineer and Township Chief Financial Officer both recommend refunding the maintenance guarantee and remaining professional escrow.

BE IT FURTHER RESOLVED, that the Municipal Clerk will forward a copy of this resolution to Mr. Robert Milanese, Barrister Home Construction, Inc., PO Box 459, Wyckoff, NJ 07481 and Mr. TenKate, Boswell McClave Engineering, 330 Phillips Avenue, PO Box 3152, Hackensack, NJ 07606-1722.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF,
CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED
BY THE TOWNSHIP COMMITTEE ON MARCH 5, 2018.

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF

ORDINANCE #1873

AN ORDINANCE AUTHORIZING THE APPROPRIATION OF \$300,000 FOR IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE TOWNSHIP OF WYCKOFF, COUNY OF BERGEN, STATE OF NEW JERSEY AND PROVIDING THE NECESSARY FUNDS THREFORE.

BE IT ORDAINED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey as follows:

SECTION 1. The sewer improvements described in Section 3 of this ordinance are hereby authorized by the Township of Wyckoff and there is hereby appropriated the sum of money herein stated as the appropriations made therefore and amounting to \$300,000

SECTION 2. For the financing of said sewer improvements, and to meet the cost therefore, there is hereby appropriated from the Sewer Capital Improvement Fund for the Township of Wyckoff, the said sum.

SECTION 3. The sewer improvements authorized and the appropriations therefore are for the rehabilitation and renovation of Township rehabilitation and construction of sewer lines and pumping stations repairs, replacement and maintenance, engineering services, road resurfacing and equipment purchase thereto.

SECTION 4. This ordinance shall take effect immediately upon final passage and publication as required by law.

TOWNSHIP OF WYCKOFF
MUNICIPAL CLERK'S OFFICE

SPECIAL EVENT APPLICATION

(Maximum ten (10) day period only)

Please type or print clearly and **submit original copy:**

YMCA
Applicant/Business Name

691 WYCKOFF AVE
Business Address Block/Lot

Joyce Vottero
Business Telephone Contact/Applicant Name

Contact Telephone Contact e-mail

3-15-19 7-10 PM
Date of Event Duration of Event (Days and/or hours)

[Signature]
APPLICANT SIGNATURE

REQUIRED INFORMATION:

(Please check those which apply)

☒ **Temporary Signage:** Attach detailed drawing including dimensions; location of temporary sign and dates requested. (**Maximum ten (10) day period only**).

(Specify the precise dates within the ten day period proposed to post temporary signs)

☐ **Special Activities:** Attach detailed description with specific location of special activities at above address.

☐ **Food and/or Drink:** Wyckoff Board of Health License **REQUIRED**.

☐ **Special Temporary Props:** Attach specific description of items to be used.

☐ **Tent:** Attach map detailing precise location of where the tent is proposed to be erected.

☐ **Other Requested Items:** Be specific and attach detailed list.

+++++ (To be completed by Municipal Clerk) +++++

Review by Zoning Enforcement Official

Approved: ☒ Denied: ☐

Review by Police Traffic Safety Officer

Approved: ☒ Denied: ☐

Permission obtained from Township Committee:

Approved: ☐ Denied: ☐

Joyce C. Santimauro, Municipal Clerk

Date: _____

SPECIAL EVENT APPLICATION
(Maximum ten (10) day period only)

Applicant Business Name The Health Stop

Business Address 241 Franklin Ave New York

201 904 2773 BLOCK/LOT
Business Telephone Karon
Contact/Applicant Name

Contact Telephone	Contact e-mail
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3/9/19	
Date of Event	Duration of Event (Days and Months)

Duration of Event (Days and/or hours)

APPLICANT SIGNATURE

(Please check those which apply)

Attach detailed drawing including dimensions; location of temporary sign and dates requested. **(Maximum ten (10) day period only).**

(Specify the precise dates within the ten day period proposed to post temporary signs)

— **Special Activities:** Attach detailed description with specific location of special activities at above address.

Food and/or Drink: Wyckoff Board of Health License **REQUIRED.**

Special Temporary Props: Attach specific description of items to be used.

— Tent: Attach map detailing precise location of where the tent is proposed to be erected.

Other Requested Items: Be specific and attach detailed list.

(To be completed by Municipal Clerk)

Review by Zoning Enforcement Official

Approved: ✓ Denied:

Review by Police Traffic Safety Officer

Approved: ☒ Denied: ☐

Permission obtained from Township Committee:

Approved: _____ Denied: _____

Joyce C. Santimauro, Municipal Clerk

Date: _____