

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE SINE DIE MEETING
CONTINUED MEETING OF DECEMBER 17, 2019
MUNICIPAL COURT ROOM
WEDNESDAY, JANUARY 1, 2020 – 11:00 A.M.**

1. Announcement by Township Committee Chairman Thomas J. Madigan that this meeting is a continuation of the December 17, 2019 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 20, 2019.

**TOWNSHIP OF WYCKOFF
48 HOUR NOTICE**

The Township Committee of the Township of Wyckoff will continue its December 17, 2019 8:00 p.m. Business Meeting to Wednesday, January 1, 2020 at 11:00 a.m. in the Second Floor Court Room in Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff NJ 07481. This meeting known as the Sine Die Meeting will consist of all business items for the end of 2019 that were not completed on December 17, 2019.

This Sine Die meeting was not listed on the Township Committee annual schedule of meetings for 2019 as provided to the newspapers. Formal Action will be taken during this meeting.

4. **Continuation of Consent Agenda**
 - I. **Resolutions (Continued)**

#19-344	Award Contract for Recreation Equipment Procurement
#19-345	Award Contract for Clothes & Shoe Recycling Container
#19-346	Award Contract – National Cooperative Contract
 - II. **Motions**
 - a. Approve specifications and authorize advertised sealed competitive bidding for Greenwood Avenue improvements funded by a New Jersey Department of Transportation (NJDOT) Grant.

Vote on Consent Agenda:

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

5. Township Attorney Report
6. Administrator’s Report
7. 2019 Mayor’s Outgoing Comments
8. Adjournment

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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

NOTICE TO PUBLIC

As a visitor attending this public meeting, your presence and attendance may be recorded. By remaining in the Court Room during the meeting, it is assumed your consent is given for your image to be broadcast.

There may be situations where, due to technical difficulties, live streaming or the recording of a meeting may not be available. The Township shall not be responsible for and accepts no liability if the recording or live video streaming of the meeting is unavailable.

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Mayor Thomas J. Madigan announced that this December 17, 2019 Sine Die meeting is a continuation of the December 17, 2019 meeting.

Attendance:

Committee Present: Mayor Thomas J. Madigan, Township Committeemen Rudolf E. Boonstra and Timothy Shanley and Township Committeewomen Elizabeth J. Fischer and Melissa D. Rubenstein
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 20, 2019.

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Continuation of Consent Agenda

Resolutions (Continued)

#19-344 Award Lowest Unit Price Contracts for WOLF Cooperative Pricing Bid for Recreation Equipment

WHEREAS, the Township of Wyckoff has a need to purchase a variety of recreational supplies and equipment throughout the year for the myriad of recreation programs provided to Wyckoff residents; and

WHEREAS, the Township Committee has determined it to be most cost effective to establish unit prices for equipment and supplies to purchase throughout the calendar year; and

WHEREAS, the Township of Wyckoff is the Lead Agency for Cooperative Pricing System Number 176-WGCPS-WOLF Group; and

WHEREAS, this competitively bid procurement combines the purchasing volume for the WOLF Group and as such this procurement establishes unit prices for system members (Franklin Lakes, Oakland and Wyckoff); and

WHEREAS, a notice of bid specification availability was posted on November 22, 2019 on the Township’s website, www.wyckoff-nj.com under “Bids & Jobs” easily accessed from the Home Page; and

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WHEREAS, an advertisement for soliciting competitive bids was published in the November 22, 2019 issue of the Ridgewood News (9 days more than the required notice period) to encourage competition; and,

WHEREAS, in order to further encourage competition the Township provided the 29 page specification free of charge; and,

WHEREAS, bids were publicly opened and their contents read aloud on December 11, 2019 at 11:00 a.m., and the bid prices listed on the bid spread sheet reflecting the bid prices that is attached as if set forth at length; and

WHEREAS, following is a list of the vendors which provided the lowest responsive and responsible bids for individual unit prices on the items listed as recommended for an award by the Wyckoff Recreation Director; and

The following is a list of the companies which were low bidders on the items listed:

Bidder #1

**BSN Sports
Dba/US Games
PO Box 49
Jenkintown, PA 19046**

Item #'s:

15A,15Y,28A,28Y,35,37,38,41,42,43,44,45,53,54,55,56,57,58,59,61,62,63,64,65,
66,69,70,71,72,73OFFICIAL,73Y,74,75,76,77,79A,79B,79C,80,81,82,83,89A,89
B,95,
99INTERMEDIATE,99Y,108,109,110,115B,117,118,
119A,119Y,120,121,122,124,125,126,127,128,129A,129B,132A,132B,135,136,1
39,141,142,
143,145,146,149,159A,159C,161A,161B,162A,162B,163,164,165,166,167,169,1
70,175,180,
186A,190,191,197JR,197SR,198JR,198SR,199A,199B,199C,200JR,200SR,213,2
16A,216B,216C,235,

Total #'s: 108

Bidder # 2

**East Coast Designs Unlimited
90 Columbus Avenue
Hasbrouck Heights, NJ 07604**

Item #'s: 1 A, 1 A2XL,1 A3XL,1Y, 2A, 2 A2XL, 2 A3XL, 2Y, 19 A, 19 A3XL,
19 Y,
19 A 2XL, 20 A, 20 A2XL, 20 A3XL, 20Y, 26 A, 26 A2XL, 26 A3XL, 26Y, 30
A, 30 A2XL, 30 A3XL, 31 A, 31 A2XL, 31 A3XL, 32 A, 32 A2XL, 32 A3XL,
33A 33 A2XL, 33 A3XL, 34A

Total #'s: 33

Bidder #3

**EJG Sports, LLC
246 Boulevard
Hasbrouck Heights, NJ 07604**

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Item #'s :

5A,5A2XL,5A3XL,5Y,6A,62XL,63XL,6Y,9A,9Y,12,14A,14Y,17A,17Y,18Y,18
INTERMEDIATE,21A,21A2XL,21A3XL,21Y,36,96,97,98,130,134INTERMEDI
ATE,134L, 148A,148B,148C,189A,189C

Total #'s: 33

Bidder # 4

**Metuchen Center, Inc.
10-12 Embroidery Street
Sayreville, NJ 08872**

Item #'s: 1 AHW, 1 A2XLHW,1 A3XLHW, 1YHW, 3 A, 3Y, 4 A, 4 A2XL, 7 A,
7Y, 10Y,10A,11Y,11A,13,22A,22A2XL,22A3XL,22Y,23A,23A2XL,23
A3XL,24 A,

24 A2XL,24 A3XL, 25 A, 25 A2XL, 25 A3XL,27 A,27Y, 212 A, 212Y

Total #'s: 32

Bidder # 5

**Pioneer Manufacturing
4529 Industrial Parkway
Cleveland, OH 44135**

Item #'s: 131A,131B,131C,140,144, 214, 215

Total #'s: 7

Bidder # 6

**R&R Trophy & Sporting Goods
155 Ridge Road
North Arlington, NJ 07031**

Item #'s:

39,40,46,47,48,49,50,51,52,60,123,137,147A,147B,147C,150A,150B,150C,154A
,154Y,155A155INTERMEDIATE,155Y,157A,157Y,158,160A,160B,160C,176,1
77,192,193,194,234

Total #'s: 35

Bidder #7

**Riddell
7501 Performance Lane
North Ridgeville, OH 44039**

Item #'s:

8A,8Y,68,78A,78B,78C,88A,88B,88C,89C,151XS,151S,151M,151L,151XL,152
XS,152S,

152M,152L,152XL,1522XL,153Y,153A,156

Total #'s: 24

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Bidder #8
S&S Worldwide
75 Mill Street
Colchester, CT 06415

Item #'s: 103,104,106,107,111,168,174,178,179,217
Total #'s: 10

Bidder #9
ZGI Industries, LLC
DBA Bob's Trophy/BT Specialties
127 Kinderkamack Road, Suite 2
Park Ridge, NJ 07656

Item #'s: 16A,16Y,29A,171,203,204,205,206,207,208,209,210,211,218
Total #'s 14

These recommendations are made on the basis of the low bid net unit price.

ITEM #	COMMENTS
1 Adult 2XL	awarded to low bidder on youth/adult sizes for ordering efficiency and color matching
1 Adult 3XL	awarded to low bidder on youth/adult sizes for ordering efficiency and color matching
2 Adult 2XL	awarded to low bidder on youth/adult sizes for ordering efficiency and color matching
2 Adult 3XL	awarded to low bidder on youth/adult sizes for ordering efficiency and color matching
16 Youth	Tie - awarded to vendor with lower price on adult sizes
33 Adult 2XL	awarded to low bidder on youth/adult sizes for ordering efficiency and color matching
33 Adult 3XL	awarded to low bidder on youth/adult sizes for ordering efficiency and color matching
154 YOUTH	*substitute not accepted as colors don't match existing, no sample provided
154 ADULT	*substitute not accepted as colors don't match existing, no sample provided
160A	*substitute not accepted as sample not provided
160B	*substitute not accepted as sample not provided
160C	*substitute not accepted as sample not provided

WHEREAS, I, Diana Mc Leod, Chief Financial Officer of the Township of Wyckoff in accordance with NJAC 5:30-5.5 (b) 2 certify that this contract award which would take place on December 17, 2019 is subject to the availability of funds appropriated in the

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2020 annual budget and subsequent annual budgets as required. The budgetary accounting encumbrance process as set forth in NJAC 5:30 (c) and 5:30 – 5.4 (b) for each fiscal year shall take the place of and be used instead of, written certification of available funds set forth in NJAC 5:30-5.4(a).

WHEREAS, items 1A through I of Section 1 of the bid specification are referenced and applicable to this award authorization for the Township of Wyckoff as lead agency and the Borough of Franklin Lakes and the Borough of Oakland as participating members of this Cooperative Pricing System Procurement who shall be issuing their own purchase orders; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff that they do hereby award nine (9) contracts to the vendors for the individual bid unit items that they bid the lowest responsive and responsible individual bid unit prices in accordance with the Recreation Director's December 17, 2019 recommendation attached as if set forth at length.

BE IT FURTHER RESOLVED that the Recreation Director shall purchase the estimated recreation items at the awarded unit prices only and only those items required for the 2020 program. The Recreation Director shall meet periodically throughout the year with the Recreation Directors of Franklin Lakes and Oakland to order common items, separately but at the same time for purchasing efficiencies.

BE IT FURTHER RESOLVED that the Municipal Clerk shall mail a certified copy of this resolution to the Franklin Lakes and Oakland Municipal Administrators for their use in performing their separate ordering based on the cooperative pricing system procurement.

CERTIFICATION

I, DIANA MC LEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF IN ACCORDANCE WITH NJAC 5:30-5.5 (B) 2 CERTIFY THAT THIS CONTRACT AWARD WHICH WOULD TAKE PLACE ON DECEMBER 17, 2019 IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2020 ANNUAL BUDGET ACCOUNT 0-1-28-370-020 AND SUBSEQUENT ANNUAL BUDGETS AS REQUIRED. THE BUDGETORY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (C) AND 5:30 – 5.4 (B) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF, WRITTEN CERTIFICATION OF AVAILABLE FUNDS SET FORTH IN NJAC 5:30-5.4(A).

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#19-345 Authorize Contract for Recycling of Clothes/Shoes at Recycling Center

WHEREAS, the Township Committee determined to utilize municipal property to recycle clothes and shoes and establish a non-tax revenue opportunity; and,

WHEREAS, Resolution #19-305 was adopted on 11/4/19 authorizing advertised sealed competitive bidding for this service; and,

WHEREAS, on 12/13/19 a legal advertisement was published in the Ridgewood News soliciting bids; and,

WHEREAS, in order to encourage competition, the Township; published the date for receipt of bids on the 15th day after the publication which exceeds the 10 day legal requirement; the Township provided the bid specification at no cost; and the Township published the bid advert on its web page under Bids and Jobs which is easily accessed from its home page; and,

WHEREAS, on 12/27/19 at 11:00 a.m. the following bid was publicly opened, and its contents read aloud to place four (4) clothes and shoe bins at the Wyckoff Recycling Center at 476 West Main Street:

<u>Bidder</u>	<u>Bid per Recycling Box</u>	
OGS Recycling LLC 100 Springdale Road Suite A3, PMB293 Cherry Hill, NJ 08003	<u>2020</u> \$1,200.00	<u>2021</u> \$1,200.00

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that a two (2) year contract is awarded to OGS Recycling LLC, 100 Springdale Road, Suite A3, PMB293, Cherry Hill, NJ 08007 in accordance with the bid specification to allow the placement of four (4) recycling bins for clothes and shoes at the Township of Wyckoff 476 West Main Street Recycling Center in exchange for the yearly payment of \$4,800.00 of non-tax revenue.

BE IT FURTHER RESOLVED, that in accordance with the local public contract law and this specification, if the Township finds it advantageous based solely on its own judgement, it may extend this contract for one (1) additional two (2) year period or two (2) additional one (1) year periods.

#19-346 Authorize Award of Contract from National Cooperative Contract

WHEREAS, the Township Committee adopted resolution #19-346 on December 17,2019; and,

WHEREAS, the Township of Wyckoff is a member of the Sourcewell, formerly National Joint Powers Alliance purchasing program, a national purchasing cooperative; and,

WHEREAS, Sourcewell published notices soliciting sealed competitive bids on in the May 11, 2019 issue of the USA Today, and the May 11, 2017 issue of the Salt Lake News; and,

WHEREAS, on June 22, 2017 at 8:30 a.m. competitive sealed bids were publicly opened and then their contents read aloud for the purchase of grounds maintenance equipment; and,

WHEREAS, Sourcewell on August 18, 2017 awarded multiple contracts for the purchase of grounds maintenance equipment via contract #062117-BAN for the period August 18, 2017 thru August 21, 2021; and,

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WHEREAS, P.L. 2011 c139 (the “Law” or “Chapter 139”) allows local contracting units to utilize national cooperative contracts as a method of procurement; and,

WHEREAS, the New Jersey Department of Community Affairs, Division of Local Government Services (DLGS) has published LFN 2012-10, a Local Finance Notice detailing guidance to contracting units desiring to purchase under the Law; and,

WHEREAS, the Township Administrator and the Public Works Manager are satisfied that the procurement conducted by Sourcewell and the contract awarded to Bandit Industries with the associated documentation submitted by both Sourcewell and Bandit Industries are compliant with the guidance in LFN 2012-10; and,

WHEREAS, the Township of Wyckoff published a notice of intent to award contract in the December 20, 2019 edition of the Ridgewood News, (the Township’s designated official newspaper for legal notices) and posted the notice on its website Wyckoff-nj.com at the bids and jobs quick link and its bulletin board in Town Hall where notices are customarily posted; and,

WHEREAS, a total purchase price for the wood chipper is \$65,356.76; and,

WHEREAS, a cost savings determination in accordance with LFN-2012-10 has been performed resulting in the conclusion that a cost savings result based on price and consideration of other factors; as compared to other apparatus prices from locally bid procurements, no state contract availability and economy and efficiency; and,

WHEREAS, the Chief Financial Officer has issued a certificate of available funds indication that sufficient funds exist in Capital Account #C-04-55-935-402 and Municipal Open Space Trust Account #S-16-54-950-000 for this purchase; and,

WHEREAS, the Township Attorney has reviewed this procurement and concurs with the procurement action through this national cooperative contract.

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 Township Committee is satisfied, based on the information and Representations presented to it, that the use of the Sourcewell contract shall result in cost savings after all factors have been considered.
2. The Township Committee is satisfied that the Township of Wyckoff is authorized to purchase from the Sourcewell National Cooperative Contract.
3. After careful consideration of cost and other factors, the proposal submitted by Bandit Industries, in accordance with the Sourcewell Contract #062117-BAN in the amount of \$65,356.76 is hereby accepted.
4. The Township Administrator is hereby authorized to issue a purchase order to Northeastern Arborist Supply, (the NJ Licensed Dealer for Bandit Industries) for the purchase and delivery of one (1) Brush Bandit Woodchipper, Model 19XPC, Intimidator for \$65,356.76

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CERTIFICATE OF AVAILABLE FUNDS

I, DIANA MCLEOD, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WYCKOFF, CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN APPROPRIATED IN THE CAPITAL ACCOUNT #c-04-55-935-402 AND MUNICIPAL OPEN SPACE TRUST ACCOUNT #S-16-54-950-000 FOR THIS PROCUREMENT.

Motions

- a. Approve specifications and authorize advertised sealed competitive bidding for Greenwood Avenue improvements funded by a New Jersey Department of Transportation (NJDOT) Grant.

Vote on Consent Agenda:

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

Township Attorney Report:

- 1. A tank test is being conducted on Thursday, January 2, 2020 at 10:00 a.m. at 240 Demarest Avenue. Mr. Landel will be present.
- 2. Mr. Landel had provided a memorandum regarding the sewer assessment procedure as furnished by State law. The governing body confirmed a time constraint between the Sine Die Matting and the Reorganization Meeting to conduct an effective discussion in Closed Session. Therefore, the Closed Session resolution was deleted from the Sine Die Agenda.

Administrator’s Report:

- 1. Administrator Shannon wished everyone a Happy New Year.

Report of Improvements Achieved & Successful Activities in 2019.

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 2019

- 1. Adopted ten (10) zoning ordinances to implement the court approved affordable housing preliminary judgement of repose.
- 2. Adopted an ordinance (#1888) to reduce the weight of trucks traveling on Mountain Avenue to four (4) tons.
- 3. Adopted an ordinance (#1886) which extended the lease for 399 Main Street to the PTO Economy Shop for a new five-and-a-half-year lease to operate a consignment shop to raise funds for the Wyckoff schools.
- 4. Adopted a flood plain damage prevention ordinance. This ordinance was required by NJDEP for residents to purchase flood insurance.

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5. Adopted an ordinance (#1884) which required a property owner to connect to the public sanitary sewer when a change of ownership occurs.
6. Adopted an ordinance to establish a Historic Preservation Code and a Historic Preservation Commission.
7. The Board of Health adopted two (2) ordinances:
 - a. An ordinance to provide for sanitary inspections of shared commercial kitchens, also known as commissary kitchens.
 - b. An ordinance to strengthen the prohibition of feeding wildlife to discourage coyotes, deer and bears from residential yards.

CONTENTS:

1. Public Health, Safety and Quality of Life Laws Adopted by Township Committee in 2019.
2. Recognition from Third Party Independent Agencies and Awards Achieved
3. Recycling Activities and Programs to Protect the Environment and Achieve Cost Avoidance
4. 2019 Grants and Positive Fiscal Operations
5. Chief Financial Officer and Finance Department
6. Quality of Life Programs
7. Timely and Useful Public Information
8. Safety as a Positive Fiscal Operation
9. Road, Street and Park Maintenance For Safe Use
10. Successful Recreation Program
11. Police Department Operational and Other Accomplishments
12. Planning Board Annual Report – 2019
13. Inspections for Safe Buildings and Code Compliance
14. Municipal Roads Paved in 2019
15. Savings & Cost Avoidances Achieved Through Exploiting Sealed, Advertised Competitive Bidding

RECOGNITION FROM THIRD PARTY INDEPENDENT AGENCIES AND AWARDS ACHIEVED

1. The Police Department was awarded the American Automobile Association's highest award, the Platinum Award for community traffic safety. Wyckoff was one of only eight municipalities of the 98 municipalities in Bergen, Passaic, and Hudson to receive this award. 2019 was the 14th time in the last 16 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:

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- a. Platinum Award for an Excellent Safety Program (the highest award)
- b. Achievement of the Safety Program
- c. 2019 is the 25th 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. For the third time, the Township of Wyckoff earned the Sustainable Jersey Silver Level Award from Sustainable Jersey. Only twenty-one (21) 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. This rating remained in place in 2019.

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. This rating remained in place for 2019.

7. Rutgers University awarded the Township of Wyckoff a statewide public information award for our multi-media public information campaign to address the July 2018 recycling crisis stemming from changes in overseas recycling markets. The public information encompassed the Township's 2019 resident calendar which featured the recently completed Environmental Resource Inventory as well as social media posts and other recycling information that explained the mandated requirements in everyday language rather than in "legalese".

8. NJ Family Magazine rated towns across the state as the best place to raise a family and the Township of Wyckoff as #48 in the top 100 towns in New Jersey. (To put this in perspective, New Jersey includes 566 towns.)

9. The Township of Wyckoff was awarded recognition in the New Jersey League of Municipalities 2019 Innovation in Governance Program for the Township's "Twelve Point Easy Public Access Program – A Comprehensive Approach to Transparency". The judges who comprised this third-party independent agency were the President and Executive Director of the NJ League of Municipalities and the Director of the NJ Division of Local Government Services (the State agency charged with regulatory financial and business controls of all NJ Municipalities).

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2019 Innovation in Governance Awards

Presented by:

*New Jersey Department of Community Affairs &
New Jersey State League of Municipalities*

In Recognition of

PROJECT: *Easy Public Access*

HONORABLE MENTION: *Wyckoff Township*



DATE: November 20, 2019

Sheila Y. Oliver

*Commissioner
Department of Community Affairs*

Colleen Mahr

*President
New Jersey State League of Municipalities
Mayor, Fairwood Borough*

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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 175.2 tons of 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. (\$11,526)
2. The Fall leaf collection resulted in 37,768 cubic yards of leaves brought to the Township's leaf composting facility on Charles Avenue and not brought to a landfill at \$66.36 per ton.
3. The Township offered two (2) free personal paper 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. 236 tons of Christmas trees were recycled through the Township's annual curbside collection of Christmas trees, performed by the DPW, avoiding the cost of disposal at \$66.36 per ton. *Composting 1,843 trees resulted in another cost avoidance of \$15,660.*
5. 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.
6. 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.
7. 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.
8. 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
9. 2019 was the second year of the second five-year **Composting** contract, which results in leaves being composted into leaf compost avoiding the landfill cost of \$66.36 per ton. Composting 10,164 tons of leaves from the 2019 Fall leaf collection resulted in a cost avoidance of \$674,483.
10. The DPW and the volunteer Shade Tree Commissioners transplanted trees from the Russell Farms Community Park Arboretum and re-planted them on the front lawn at Wyckoff Town Hall in celebration of Arbor Day.
11. 2019 was the first full year of the conversion back to dual stream curbside recycling collections. (Dual stream began in August 2018 in response to the overseas' decision to restrict the contamination rate on recyclables from 30% to half of one percent). As of November 2019, the residents redirected 21% of the solid waste stream into recycling.

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12. The Township continued a consistent and weekly social media campaign to encourage recycling and an understanding of the rules dictated by the overseas markets. The primary effective public education tools are; Recycle Coach app – “Never Miss a Pick-Up again”, weekly e-news communication, “Myrtle the Turtle” recycling tips, and the use of twitter, Facebook and Instagram and the two (2) “Dual is Cool” recycling videos.

13. It was requested that the Township Administrator provide remarks at the November 2019 NJ League of Municipalities Educational Forum regarding how Wyckoff successfully switched back to dual stream recycling. The Township’s efforts were highlighted in the April 2019 NJ Municipalities magazine.

14. The Environmental Commission contacted the Chamber of Commerce members both by direct mail and by presentation to provide awareness and assistance to utilize and access the “NJ Direct Install Program”. Mark Niederman was a panelist at the 2019 NJ League of Municipalities Educational forum featuring these successful efforts to inform business property owners regarding this program to achieve cost avoidances.

2019 GRANTS AND POSITIVE FISCAL OPERATIONS

1. The 2019 **annual budget** for operational expenses and capital improvement projects was adopted with a municipal tax increase of 4/10th of one cent (or 0.4% less than 1%) and a municipal tax increase of \$32.39 on the average assessed home in Wyckoff of \$790,000.

2. The 2019 **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 2019:

a) Sharing and lending of an emergency truck to transport the fire rescue boats and training with Bergen County.

b) The Township renewed 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 renewed a new two (2) year shared service agreement with NBCUA for Licensed Sewer Operator Services.

d) The Township entered into a three (3) year shared service agreement for Court Administrator services with Glen Rock and Ridgewood.

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

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

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

l. Commodity resale price agreement with the k-8 school system where the Township sells the school system gasoline, diesel, ice

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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.

h) A new five (5) year dispatch shared service with Bergen County was approved.

4. Grants utilized in 2019:

- A \$217,000 NJDOT Grant funded an improvement completed on time and under budget to improve the remaining section of Greenwood Avenue.
- A \$24,880 NJDEP grant based on the volume of recyclables removed from the solid waste stream was used to partially fund weekly curbside recycling collections.
- A \$2,500 grant from the Bergen County JIF was utilized to purchase portable stop signs and other safety improvements for the community.
- The Township obtained a \$39,012 clean community grant utilized to fund weekly newsletter, backhoe lease, Team-Up-To-Tidy-Up, and leaf collection sweeper supplies.
- A \$2,000 Sustainable Jersey grant which was used for re-usable shopping bags, movies to promote recycling and public information to encourage recycling.
- The Township was notified in late 2019 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 2019 \$195,000 NJDOT grant to improve Mountain 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 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. The Federal government grant was not approved, however, the Columbia Bank grant was approved.

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- Since joining the Federal Government Surplus Acquisition Equipment Program (1033) in August 2016, \$380,899 of equipment has been acquired at no cost.

- 5. The Township was notified it has been awarded a Bergen County Open Space Grant of \$900,000 for the Township to purchase approximately 21 acres of the Maple Lake property to be preserved as passive open space and removing it from development. This purchase is court approved.

- 6. The Township of Wyckoff was awarded a \$20,000 grant and one of four (4) municipalities to participate in a pilot program to establish a certification of volunteer Fire Departments for professional and safe operations.

- 7. The Township obtained a \$414,317.53 check from FEMA to reimburse the Township for its costs incurred responding to the damage from Winter Storm Quinn.

- 8. The Township implemented the cyber security training of Know Be 4 for its employees.

- 9. A \$262,000 Bergen County Historic Preservation grant to preserve the Zabriskie House Museum was obtained with an \$87,500 municipal match from the Municipal Open Space Tax.

- 10. The Township Committee submitted grant applications in 2019:
 - a. A Community Development Block Grant (CDBG) to replace windows at the Larkin House Senior Citizen building with new energy efficient windows.

 - b. A sustainable Jersey Gardinier grant to fund energy efficient utility upgrades to certain municipal buildings.

 - c. A Bergen County Open Space grant to further enhance Russell Farms Community Park with a playground for small children, paving the parking lot and paving a section of the walking path.

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 (a 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

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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
Primary Human Resource Officer per NJ mandate

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 all applicable State Statutes and Rules and Regulations.

Ensure compliance with Single Audit Act, coordinated all departments compliance and coordinated annual audit resulting in 11th 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.

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, Engineering 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 12/18/18)	1,515
Total checks written	2,398

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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.

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.

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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 cashing 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.

2019 Tax billing, mailings and line-item adjustments activity:

Tax Levy Billing:

Vacant Land	109	
Residential	5,538	
Farm (Reg & Qualified)	3	
Commercial	143	
Industrial	17	
Apartment	<u>2</u>	
Total Final Billing line items	5,812	
Total Estimated Bills	5,812	
Added/Omitted Added Billing line items		342
Homestead Rebate Bills		1,416
Sewer Operating Billing:		
Residential	3,769	
Commercial	249	
New Billing	<u>66</u>	
Total Sewer Billing	4,084	
Delinquent Notices (Tax & Sewer)	3,800	(appx)
Tax Appeal adjustments	175	
Tax Deduction/Canceled Adj	127	
Appeal/Overpayment Refunds	106	

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Lien Holder Payments	36
Tax Sale properties initial list (as of 9/1/19)	38
Tax Sale properties sold (on 10/24/19)	5
Total Revenues Collected (as of 12/18/19):	
Total Tax Levy Collected	\$ 84,668,373
Tax Interest/penalties	\$ 121,537
Liens Redeemed	\$ 81,274
Other Revenues Collected	\$ 4,420,933
Sewer Charges	\$ 2,257,946
Capital/Trust Revenues	<u>\$ 593,385</u>
	\$ 92,143,448
Cash	\$ 436,393
Checks	\$ 90,925,871
Credit Cards	\$ 781,184

Assistant Township Administrator/ Technology Compliance Coordinator/Mandate Compliance

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

Asst 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 ensure compliance with all State and Township policies including Purchasing Policy,

Acts Primary Human Resource Officer to develop, implement all compliance with State of New Jersey Domestic Violence Law

Establish, coordinate, administer, prove and reconcile all on-line banking software accounts, 3rd 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

Coord with IT Consult to ensure network security and integrity

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

Issue and develop Town wide financial and accounting management policies

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.

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2019 Personnel Policy and Special Projects:

Developed and implemented compliance requirements for Sick Leave Law

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 compliance requirements with Domestic Violence Mandate

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 KnowBe4 cyber training programs, computer use monitoring, risk assessment programs

Continued Implementation of State required FAST system reporting.

Developed and 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.

Migrated Edmund's Finance and Tax Software to Cloud Hosted

Migrated Recreation and DPW computers to Main Server

Continued phone migration project by converting final hard lines converting old copper circuits

Implemented Cybersecurity Training and Best Practices such as:

- Password Strength and Expiration Policy
- Personal Emails Use and Security Policy
- KnowBe4 Cyber Security training testing and reporting
- Cyber Phishing testing and training
- Banking and Payroll Security

Completed:

- Record Retention and Archiving Project (ongoing) but purged files in accordance with State Authority
- Court Room Renovation Design and Upgrade Project ensuring new Court Admin is compliant with AOC rules
- Administrators Archive Room Project
- Cyber Security Project
- Computer Upgrades
- Tax Drop Box installations for resident convenience

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Begun:

Increase Optimum Internet Speeds and Firewall Upgrades necessary due to increase in Cloud Hosted Programs
Working with Chief Murphy to upgrade Police Dept Computers and Programs for Cyber Security
Renovations and Upgrades to a dedicated Employee Area

FINANCIAL MANDATE COMPLIANCE 2019

1. The Tax Assessor's office mailed 5,813 Chapter 75 cards to property owners notifying them of their 2019 assessment.
2. The Tax Assessor received and processed 111 tax appeals in 2019.
3. The Tax Assessor's office mailed 0* 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. (*These are sent every three years, they are not sent again until 2021)
4. The Tax Assessor mailed 163 Income and Expense Report requests to commercial property owners.
5. The Tax Assessor completed the final transmittal of 342 Omitted/Added Assessment records to the Bergen County Board of Taxation
6. 84 Certified letters were mailed to advised property owners of their Omitted/Added Assessment.
7. 17 Omitted/Added Assessment Tax Appeals were received and processed.
8. The Tax Assessor published the state mandated notice by January 6th 2019 that notified property owners that the 2019 tax duplicate is available for public inspection.
- 9.

QUALITY OF LIFE PROGRAMS AND ACTIONS

1. The Clerk's office mailed renewal notices and issued 1,550 dog licenses and 135 cat licenses in 2019. 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 415 commuter Park and Ride permits and the 2019 permit process was offered on-line enabling residents able to apply for their permit renewal on the web-site via an on-line form at any time of day or night. More than 130 permit applications were completed online.

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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 three (3) towing companies to perform towing of inoperable vehicles on roads in Wyckoff on a rotating scheduled basis as a public service to motorists.
5. A successful and fun Wyckoff Day was provided on June 1, 2019.
6. Background checks for volunteer coaches who coach in the Wyckoff Recreation Program were implemented for the sixth consecutive year. The background verification was enhanced to comply with new JIF Employment Practices Liability program and the cost per verification was maintained at \$35.
7. After nine months of construction, Shop Rite finally opened its doors at 430 Greenwood Avenue in January of 2019. The owner prevailed on five lawsuits initiated by competitors to reach this point. The owner paved Greenwood Avenue as a part of the construction.
8. The Summer Recreation Camp Program for children in grades 1-4 was enjoyed by 739 campers. Additionally, twenty-five (25) camp counsellors and thirty-two (32) counsellors in training had their first opportunity as a work force experience.
The middle school camp which provides Summer Camp for 194-fifth, sixth, seventh and eighth graders was conducted as per a bid contract by the Wyckoff Family YMCA. The Summer Recreation Program also offered eight (8) separate sports camps of which a total of 200 children participated.
9. After the first on-line form and payment process was implemented in 2018 with Commuter Park & Ride permits, additional forms which do not require payments were also placed online, including the Volunteer Application, Employment Application, Hold Harmless for Right-of-Way Tree removal, and the OPRA Request form. In 2019, we added an on-line application and began accepting payments for Smoke Detector Inspections from the UCC Department.
10. On December 22, 2019 the Menorah Lighting Ceremony and Celebration was conducted on the front lawn of Town Hall at 4:30 pm. On Friday, December 6, 2019, the 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 and the Chamber of Commerce arranged for professional "elves" to install the lights on two trees using a bucket truck.
11. A successful Memorial Day parade was provided to honor soldiers from Wyckoff who made the ultimate sacrifice for the freedoms we enjoy.
12. The 9/11 Remembrance Ceremony was conducted at Fire Company #1.
13. 100% of the Wyckoff Local Government Officers filed their annual Financial Disclosure Reports in compliance with the NJ Ethics Law.
14. A free fireworks display was provided on the last Saturday in September with monetary donations from Lakeland Bank and Shop Rite. A group of volunteers (and the Clerk's office) sold lawn signs and arranged for food trucks and entertainment to be present on the field as an additional fund raiser. The Fire Department provided donation boxes at each entrance. A group of Junior firefighters served as DJ's for the event.
15. Bergen County Clerk's satellite office conducted business for three (3) consecutive afternoons in Wyckoff Town Hall. 118 residents utilized these convenient services.

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16. On July 19, 2019, Township officials participated in a NJDOT Diagnostic Team meeting to achieve safety improvements at the Newtown Road railroad crossing.

17. The Wyckoff Police Department conducted five (5) checkpoints with NJDMV where vehicles were stopped and inspected for safety compliance. The Township Administrator authored an article in the NJ League of Municipalities magazine on this program and the need to consistently perform these motor vehicle checks.

18. A new five and a half year (5-1/2) year lease was issued to the PTO Economy Shop for use of 399 Main Street as a consignment shop to fundraise for the schools.

19. The Township Committee established a government speech flagpole next to the entrance of the library for the Township Committee to fly messages of government speech and it is not a public forum.

20. Due to complaints from commuters, a Township Committee sub-committee met with the Operating Manager of Coach USA who has the NJ Transit issued franchise to provide commuter bus service at the Township's park & ride, and obtain additional commuter buses between 6:30 am to 7:30 am.

21. The Township Committee encouraged the sub-divider of the Meer Estates who obtained a zoning compliant five (5) lot subdivision (and preserved and updated the Meer Mansion homestead) to extend the sanitary sewer. This sewer extension also made sewer connections available to 27 existing homes on adjacent roads. As of the end of the year, 12 homes have connected to this sewer.

22. The Municipal Clerk's Office realized \$7,225 of non-tax revenue through the management of the ordinance that allows filming in residential and commercial zones.

TIMELY & USEFUL PUBLIC INFORMATON

1. A 2019 resident municipal calendar was printed and mailed to all postal addresses and posted on the Township's web site. The theme was "Highlights of Wyckoff's Environmental Resources Inventory".

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:

	2018	2019
Weekly E-Blast of Timely & Useful Information	5728	5930
(+202)		
Face Book-Local Government	1225	1512
(+287)		
Face Book-Mayor's Wellness	245	272
(+27)		
Face Book-Recreation	1023	1094
(+71)		
Face Book-Police Department	2081	2548
(+467)		
Face Book-Office of Emergency Management	1435	1535
(+100)		
Twitter	433	532
(+99)		
Instagram	925	1250
(+325)		

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) 2019 was the thirteenth (13th) 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.

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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.

6. In 2019, the Municipal Clerk's office responded to 630 OPRA requests and released approximately 4,000 documents. This activity is consistent with the volume of OPRA request issued in previous years 2018-635, 2017- 633, 2016-536, 2015- 649, 2014- 615.

7. The web site has a button titled, "Request for Service". In 2019, 192 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 5,927 (an increase of 199 new registered residents from 2018) 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 custom-designed leaf collection crew progress updates on its home page every week day of the leaf collection October 2019 through the conclusion of the fourth (4th) town-wide collection on December 20, 2019. These updates were also shared on Face Book, Twitter and Instagram. The updates included the district the leaf crews were currently collecting in and any information about plans to move to the next district. This information was designed to be timely and helpful for residents to plan when to place 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

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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 eleven (11) Recycling Tips or reasons to recycle in attractive eye-catching bulletins were designed.

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

- Six (6) Pedestrian Safety Bulletins
- Six (6) DMV Checkpoint Bulletins
- Six (6) # of Violations at Checkpoint Bulletins
- Four (4) Living with Wildlife / Coyote Safety Bulletins
- Four (4) Halloween Safety Bulletins
- Three (3) School's Open, Drive Safely Bulletins
- Seven (10) Fire Prevention Bulletins
- Various Public Health Awareness Bulletins
- Three (3) Emergency Preparedness Bulletins for Emergency Preparedness Month
- Eleven (11) Reasons to Recycle
- Four (4) Winter Safety Bulletins
- Shovel Snow from Around Fire Hydrants Campaign

18. A community information program was shared which included 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.

19. The Township's broad and robust public information program consists of:

- wyckoff-nj.com website
- Wyckoff Local Government Facebook page
- Wyckoff Police Department Facebook page
- Wyckoff Recreation Facebook page
- Mayor's Wellness Campaign Facebook page
- Wyckoff Office of Emergency Management Facebook page
- Wyckoff Township Twitter account
- Wyckoffnj Instagram account
- Township of Wyckoff YouTube channel

20. The Township Committee began live streaming and posting video of its public meetings on its website utilizing our YouTube channel. These twelve (12) meeting resulted in 385 video views.

21. The 2020 resident calendar was developed in 2019. The theme is "2020 Vision" and it features technology utilized by the Township workforce as well as transparency enhancements.

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.

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2. The Township's Safety Committee participated in the 2019 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 \$16,680 from JIF for its efforts controlling costs in 2019. This dividend is used to decrease the Township's next year insurance costs. Since joining JIF, the Township has earned \$733,135 in dividends which assisted the Township Committee in limiting budget increases.
4. The Township completed its 6th 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 governing board member and chairperson of two of the three JIF Committees (Management Committee and the Safety Committee).
6. The Township's 2019 cost for insurance was limited to a 1% increase in 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 Title 59 resolutions invoking plan and design immunities for municipal projects and for the purchase of vehicles.
9. 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.
10. The Township provides weekly training to its employees via cyber security and breach prevention techniques published in the weekly newsletter.
11. The Township provides weekly training to its employees via cyber security and breach prevention techniques published in the weekly newsletter. Additionally, all employees and Township Committee members were assigned Know Be 4 cyber security trainings to be completed in 2019.
12. The DPW installed new hi-definition cameras on the rear of its 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.
14. Orange and Rockland Electric complained to the Township Committee that eight (8) property owners have ignored their requests to repair potentially hazardous conditions with their electric meters. The Township Committee authorized letters and assistance from the UCC staff to abate these hazards. By year's end, five (5) of the eight (8) property owners have now abated the hazard.
15. The entire DPW, Police Department, most of the volunteer firefighters and some of the Ambulance Corps. volunteers completed the JIF Driver Safety Training trailer program.
16. The Township purchased and installed one (1) pair of solar powered LED blinking crosswalk signals at Franklin Avenue and Main Street.

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17. New ADA compliant handrails and a new concrete walkway from the parking lot to the access door at the Larkin House Senior Citizen Facility.
18. Safety/Surveillance cameras were installed at some parks, playgrounds and parking lots as a safety measure.
19. An internet safe exchange zone was established at the entrance to the Police Department in order to provide residents with a safe location to transact business in person which was initiated online. The area is monitored and under video surveillance.

2018 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-striped 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 2019 the Township of Wyckoff DPW responded to 18 emergency snow events requiring sanding and / or snow plowing. In total, 47 inches of snow fell in the Township in 2019.

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

5. 49 stumps in the right-of-way were removed by the DPW.

6. In 2019, 71 dead trees were removed from the right-of-way and more than 150 trees in the right-of-way were trimmed and elevated when private contractors provided competitive quotes to complete work throughout the Township.

7. 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:

1,259 basins were inspected / 110 were cleaned
124 outfall pipes in waterways were inspected
65 basins were repaired
303 miles of street sweeping performed as a part of the Stormwater Act.

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

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9. 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 Soccer Complex, Zabriskie Pond Park, Ten (10) traffic islands and two (2) pump stations, as well as spring and fall clean ups.

10. Replaced the eleven (11) year old street sweeper with a new sweeper.

11. 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.

12. The DPW completed four rounds of Fall town-wide, curbside collections of leaves starting on 10/21/19 and completed this service on 12/02/19 despite three emergency snow responses and multiple rain days which slow the collection process.

13. The Township has many Department Managers who perform complex duties for which a majority of municipalities fund consultants to perform. The Township's Public Works Manager / Recycling Coordinator performed the following duties in 2019:

A. The Public Works Manager participated in the annual EJIF (Environmental Joint Insurance Fund) municipal site inspection of the DPW facility. A score of 99 out of 100 was achieved.

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

C. The Public Works Manager completed Township 2018 Right-To-Know Chemical survey and submitted it to the NJDOH.

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

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

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

G. 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.

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

I. The Public Works Manager coordinated and inspected the new roof installation at Fire Company #1, avoiding the cost of a project inspector.

14. The DPW repaved the pedestrian path from Kenneth Place to Blum Court to allow pedestrians to avoid encountering the Cedar Hill Avenue/Sicomac Avenue intersection.

15. The DPW renovated the 2nd floor Court Room in Town Hall.

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16. The DPW installed a drop box for tax and sewer payment access 365/24/7.
17. The DPW performs bi-annual vehicle service of all Township fire apparatus for a significant cost savings.
18. The DPW received a new roll-off truck in 2019. This all-season vehicle assists in daily operations and proved invaluable in the Fall curbside leaf collection program.

2019 ROAD PAVING PROGRAM RESULTED IN THE FOLLOWING ROADS PAVED:

Ridge Road
Lucas Lane
Sturbridge Road
Lakeview Drive
Atwood Place
Carriage Lane
Cherry Lane
Annette Court
Thomas Place
Laurel Lane
Ivy Lane
Steinhauser Lane
Wayfair Circle
Coudert Place
Durham Road

RECREATION PROGRAM

The 2019 budget year was highlighted by three significant projects, all related to the safety and well-being of our residents. First, the installation of surveillance cameras at the Memorial Field Playground and ball field were installed. This project saw 8 high tech digital cameras installed at our playground and over Memorial Field so that our most popular playground and main playing field will be under 24-hour surveillance going forward. This project was also efficiently funded by both township funds and a grant from the Bergen County Open Space Fund. Second, we replaced the ends of the fencing at the Memorial turf cage in order to eliminate the sharp and jagged curled up edges of the existing fencing. On this project, the Recreation Department was able to secure half the funding from the Torpedoes Soccer Club since they utilize this facility quite often. And finally, the Department repaired a large crack in our tennis surface which will not only make the facility safer, but also lengthen the life of the courts by preventing water/ice from entering the cracks causing them to worsen more rapidly.

Registration numbers across the board were right in line with last year's numbers but saw an increase in younger children's participation, primarily in Kindergarten

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Soccer (17% increase) and 1st/2nd grade basketball (23% increase). This bodes well for our future participation numbers. Board of Education numbers were down slightly in 2019 but less so than in 2018. Contact sports such as football and lacrosse saw a leveling off after a couple years of decline. Our Summer Camp numbers dropped slightly in 2019, mostly in the older children's camp. There is a possibility that the Recreation Department will continue to host the registration for Summer Camp in 2020 but that we will outsource the actual operations of the Summer Camp. Research is showing us that charging the outside vendor \$25 per camper like we do in our other camps while not incurring the expenses of salaries, buses, trips, supplies, etc. will actually result in a greater net income than running the entire camp ourselves.

In 2019, the Department has, once again, increased the amount of field rental revenue to over \$29,000 by renting out our fields and facilities during 'off' times. We will continue to build on this source of revenue without negatively impacting the recreation experience for our residents. The \$29,000 received to date in 2019 does not include the \$60,000 in revenue obtained from the Torpedoes Soccer Club and the Wyckoff YMCA which will assist us in replacing the turf when its useful life is expired. Speaking of the turf, in order to potentially increase its life span, the Department is considering contracting a vendor to maintain our turf field by performing a deep cleaning and de-compaction of the field while also conducting a GMAX test on the field to ensure the field has not hardened to the point of being unsafe. This cost will be more than offset by the fact that we will be protecting ourselves from potential injury claims while also extending the life of the turf.

As of this writing, the Recreation Department has spent 89% of its 2019 budget. This number will go up as the year winds down, but the Department will definitely come in at or under budget for at least the 15th 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 2020. Part of this commitment in 2020 will hopefully include lightning detection systems for our facilities as well as a repainting of the surface of the Memorial Tennis Courts.

Here are some 2019 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 2019, 192 men participated in our adult softball program which run 2-3 times per week.
 - 23 men and women participated in our fitness program Wake Up to Shape Up in 2019.
 - 131 men and women took part in our Team Tennis program which takes place once a week during the spring, summer, and fall.
 - Another 68 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.
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 2019, 100 high school students primarily from Ramapo and Indian Hills

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are playing Basketball on Monday nights in our High School Basketball program. In the fall, 25 high school girls and boys participated on our High School Soccer team which competes in the Northwest Bergen Soccer Association. 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 2019 was another great success with over 200 residents coming out to enjoy the evening. Once again, there was no charge for the residents to come out and watch the movie with their families.
4. Our K-4 Summer Camp had about the same registrations this past summer as in 2018. 741 weeks of camp were registered for in 2019 plus another 194 weeks for our Grades 5-8 Day Camp.
5. The Department's Arts & Crafts program, one of the passive recreation programs that we instituted 5 years ago continues to be very popular among younger children. This program provides a wonderful environment for those children who may not wish to participate in competitive sports. Feedback for the program from the parents is always extremely positive and we are finding that we have a lot of repeat participants throughout the years. In 2019, 40 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 2019 and we are already receiving registrations for 2020.
6. In 2017, the Department began sending Drug Awareness emails to all participants' parents in 5th grade and above. As of this date, approximately 3,000 emails have been delivered to families that participate in the program.
7. In another major safety initiative for the football program, the Department purchased "Speed Flex" football helmets for our football program for the 2019 season. These helmets provide an added level of protection to the head creating an impact zone that gives way a bit more than previous helmets, 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, pickleball continues to increase in popularity in Wyckoff. courts were painted onto the existing tennis courts in 2018 and 2 additional courts were added in 2019. In 2020, it is likely that we will continue to add pickleball courts to our existing facility. Seniors have expressed gratitude for adding these lines to our tennis courts.

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WYCKOFF POLICE DEPARTMENT

340 Franklin Avenue
Wyckoff, New Jersey 07481



David V Murphy
Chief of Police

POLICE DEPARTMENT OPERATIONAL AND OTHER ACCOMPLISHMENTS

Modernization and Efficiency Accomplishments:

1. Maintained Yearly Standards for 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. Conducted Several DMV Inspection Details
3. School Safety Presentations Increased
4. Senior's Talks given by Detective Bureau
5. Municipal Outreach Presentations Increased: Coffee with a Cop, Cops and Kids Events, Breast Cancer Pink Hat Campaign and Beards for Alopecia Campaign
6. Social Media Expansion in Usage to solve crimes/identify suspects/vehicles/PSA's
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. Illuminated Pedestrian Crossing Signs Installed (2) Franklin Avenue & Main Street
10. Established a Safe Internet Exchange Zone at Police Headquarters
11. Ordered a 2020 Ford Utility Hybrid Patrol Vehicle
12. The Wyckoff Police Department responded to approximately 15,000 calls for assistance in 2019.

Personnel:

1. Achieved the American Automobile Association of North Jersey's (AAA) Award of Platinum in Pedestrian Community Safety. This pertains to programs, education, traffic message board deployments and details completed directly related to the officers continued public safety actions. This is the highest level of award.
2. Completed the 12 Hour police officer work schedule trial period
3. Full Time Traffic Officer Position Completed its year successfully-DMV Details
4. Township of Wyckoff Emergency Operations Plan was finalized, submitted and approved by the NJ State Police Office of Emergency Management.

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WYCKOFF POLICE DEPARTMENT

340 Franklin Avenue
Wyckoff, New Jersey 07481



David V Murphy
Chief of Police

Police Officer Safety Investments:

1. Five (5) officers completed the Train the Trainer "Below 100 Safety Program".
2. Outfitted new police vehicle with more safety lighting as per JIF recommendation.
3. Outfitted patrol vehicles with life vests and throw ropes for first responders to save lives during water emergencies.
4. All officers completed the Bergen County Defensive Driving Trailer
5. Installed vehicle pull out storage drawer for officer safety
6. Purchased and utilized a message sign board and (2) solar radar signs for speed enforcement.
7. Assisted in the upgrading and adding of cameras throughout Town Hall and Recreation Campus behind Headquarters.
8. Installed brighter lighting in the jail cell area for safety
9. Installed a new camera/audio recorder in interview room which never had one
10. Purchased a walk thru metal detector for Court increasing staff and patron safety

Efforts to Secure Non-Tax Funding:

1. Submitted an application with the Meyer Foundation. Received a Grant for \$25,000.00. Awaiting response on an additional submitted award for \$25,000.00 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 \$384,100.00 to date. As we always do, we will continue to try to locate any items under this program.
3. Application submitted to the Bergen County 200 Club for two (2) solar radar enforcement signs; \$6,000.00.
4. Department of Homeland Security-FEMA, awarded reimbursement for all expenses related to Winter Storm Quinn; \$414,317.53.

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**PLANNING BOARD ANNUAL REPORT – 2019
THE YEAR IN REVIEW**

In January, an application for an amended site plan was submitted by Galasso Enterprises, a commercial building located at 825 Windham Court North. It was deemed complete at the February 13, 2019 meeting and placed on the March 13, 2019 agenda for Public hearing. The Attorney for the Windham Court North Condominium Association appeared at the March 13, 2019 meeting and requested an adjournment for one month to allow time to obtain information about the application and the effects the outcome may have on their neighborhood. The applicant's Attorney consented to the adjournment until the April 10, 2019 meeting at which time testimony was heard and the application was carried to the May 8, 2019 meeting. Since that time, The Department of Environmental Protection has been contacted. The applicant has requested each month that the application be carried pending the D.E.P. report and has been adjourned until January 2020.

An application submitted by the owner of the property located at 314 Franklin Avenue to install a parking lot ingress/egress apron and seepage tank to capture storm water was deemed incomplete at the May 8, 2019 meeting. It was subsequently deemed complete at the July 10th meeting and approved on August 14, 2019.

In August, an application to construct a retaining wall on a residential property was submitted and approved at the August 14th meeting. The owner of the shopping center located at 403 Goffle Road, who had previously withdrawn an application, submitted a new application to bring the parking lot into compliance and install a freestanding sign. Testimony was heard at the August 14th meeting. The application was carried to the September meeting and was approved. A soil movement and construction of retaining walls application was submitted by the owner of the property located at 225 Van Houten Avenue. Testimony was heard at the August 14th meeting. The application was subsequently carried to September, October, November, December and January.

During the year the Planning Board reviewed and recommended that the Township Committee adopt the following Ordinances:

Ordinance #1875 AN ORDINANCE TO CREATE NEW CHAPTER 40 OF THE CODE OF THE TOWNSHIP OF WYCKOFF, "HISTORIC PRESERVATION COMMISSION", THEREBY CREATING A HISTORIC PRESERVATION COMMISSION WITHIN THE TOWNSHIP OF WYCKOFF

Ordinance #1876 AN ORDINANCE TO CREATE NEW CHAPTER 123 OF THE CODE OF THE TOWNSHIP OF WYCKOFF, "HISTORIC PRESERVATION", FOR THE PURPOSE OF PROTECTING HISTORIC LANDMARKS AND GUIDING THE ACTIONS OF THE HISTORIC PRESERVATION COMMISSION

Ordinance #1885 AN ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMEND CHAPTER 186, ZONING, TO ADD ONE NEW INCLUSIONARY RESIDENTIAL ZONE AND ONE NEW OVERLAY ZONE WITH RESPECT TO LOT 10.02 AND A PORTION OF LOT 11 IN BLOCK 320 CONSISTENT WITH AND DESIGNED TO EFFECTUATE THE TOWNSHIP'S ADOPTED 2018 THIRD ROUND HOUSING ELEMENT AND FAIR SHARE PLAN.

Ordinance #1887 AN ORDINANCE TO AMEND CHAPTER 186, "ZONING", OF THE CODE OF THE TOWNSHIP OF WYCKOFF, ARTICLE VII, "NONCONFORMING USES AND STRUCTURES," SECTION 186-37, "CONTINUANCE OF EXISTING USES AND STRUCTURES"

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Ordinance #1889: AN ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMEND PEDESTRIAN CIRCULATION AND SAFETY STANDARDS

Ordinance #1890: AN ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMEND CHAPTER 186, ZONING, TO ADD ONE NEW INCLUSIONARY OVERLAY MIXED-USE ZONE CONSISTENT WITH AND DESIGNED TO EFFECTUATE THE TOWNSHIP'S ADOPTED 2018 THIRD ROUND HOUSING ELEMENT AND FAIR SHARE PLAN

Ordinance #1891: AN ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMEND CHAPTER 186, ZONING, TO ADD ONE NEW INCLUSIONARY OVERLAY MIXED-USE ZONE CONSISTENT WITH AND DESIGNED TO EFFECTUATE THE TOWNSHIP'S ADOPTED 2018 THIRD ROUND HOUSING AND FAIR SHARE PLAN.

Ordinance #1892: AN ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMEND CHAPTER 186, ZONING, TO ADD ONE NEW INCLUSIONARY OVERLAY MIXED-USE ZONE CONSISTENT WITH AND DESIGNED TO EFFECTUATE THE TOWNSHIP'S ADOPTED 2018 THIRD ROUND HOUSING AND FAIR SHARE PLAN.

Ordinance #1893: AN ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMENED BUFFER AND PLANTING STANDARDS

Ordinance #1894: AN ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMEND CHAPTER 186, ZONING, TO ADD ONE NEW INCLUSIONARY OVERLAY MIXED-USE ZONE CONSISTENT WITH AND DESIGNED TO EFFECTUATE THE TOWNSHIP'S ADOPTED 2018 THIRD ROUND HOUSING AND FAIR SHARE PLAN

Ordinance #1896: AN ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMEND CHAPTER 186, ZONING, TO ADD ONE NEW INCLUSIONARY ZONE CONSISTENT WITH AND DESIGNED TO EFFECTUATE THE TOWNSHIP'S ADOPTED 2018 THIRD ROUND HOUSING ELEMENT AND FAIR SHARE PLAN

Ordinance #1897 AN ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMEND CHAPTER 186, ZONING, TO ADD ONE NEW INCLUSIONARY ZONE CONSISTENT WITH AND DESIGNED TO EFFECTUATE THE TOWNSHIP'S ADOPTED 2018 THIRD ROUND HOUSING ELEMENT AND FAIR SHARE PLAN

Ordinance #1898 AN ORDINACE AMENDING THE LAND USE ORDINANCE OF THE TOWNSHIP OF WYCKOFF TO AMEND CHAPTER 186, ZONING, TO ADD ONE NEW INCLUSIONARY ZONE CONSISTENT WITH AND DESIGNED TO EFFECTUATE THE TOWNSHIP'S ADOPTED 2018 THIRD ROUND HOUSING AND FAIR SHARE PLAN

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PLANNING BOARD ANNUAL REPORT STATS									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
Minor Subdivision	1	1	0	0	0	1	2	3	2
Major Subdivision	0	0	0	0	0	0	2	1	0
Amended Site Plan	3	3	5	6	3	1	8	3	3
Soil Movement	0	0	0	3	1	2	2	1	3
Fence	4	2	0	0	0	2	1	3	3
Sign	0	0	0	0	0	0	1	1	1
Ordinance Review	2	5	2	3	3	5	1	2	13
Extension of Time Request	0	0	0	0	0	0	0	0	1

As always, The Board reviews each application thoroughly and carefully on its own merits. The importance of protecting adjacent properties during construction is always stressed and the placement of utilities underground is encouraged where feasible.

BOARD OF ADJUSTMENT 2019	WITHDRAWN	DENIED	CARRIED TO 2020	APPROVED
BULK VARIANCE	2		1	38
HEIGHT VARIANCE				
IMPERVIOUS COVERGAE VARIANCE				
USE VARIANCE	1			
EXPANSION OF NONCONFORMING USE				
SITE PLAN				
SIGN VARIANCE				
APPEALS				
TOTAL APPLICATIONS SUBMITTED 2019 = 42	3		1	38

In January of 2019, St. Elizabeth’s Church submitted an application to construct an addition to the principal Church structure which would include a Daily Mass Chapel and public restrooms. The lot is nonconforming due to front, rear and side yard setbacks, excessive building lot coverage and excessive impervious coverage. Variance relief was requested for the nonconformities as well as a use variance as Houses of Worship are considered to be “conditional uses” in the RA-25 zone. The application was deemed complete at the January 17, 2019 meeting. Testimony was heard at the February 21, 2019 meeting at which time the application was unanimously approved.

* Of the 38 approved bulk variance applications 14 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. Three applications were withdrawn.

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TOTAL APPLICATIONS SUBMITTED

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
28	24	33	21	28	39	22	47	35	33	28	42

Approved applications:

615 Woodfield Road. The applicant proposed to enlarge the existing garage and add a bedroom over the garage which will encroach into the side yard setback.

460 James Way. The applicant proposed to construct an addition of a great room which triggered the enhanced side yard setback.

425 Hamden Court. The applicant proposed to construct a one-story addition to the rear corner of the existing residence which triggered the enhanced side yard setback.

42 Wyckoff Avenue. The applicant proposed to construct a one-story addition on the rear of the existing home which triggered the enhanced side yard setback.

448 Louisa Avenue. The applicant proposed to construct a one car attached garage where none exists and is required in the zone. The addition will encroach into the right-side yard setback.

700 Wyckoff Avenue. The applicant proposed to construct an addition of a Daily Mass Chapel requiring variance relief for nonconforming rear yard setback, lot coverage and impervious lot coverage.

118 Sheldon Street. The applicant proposed to construct a second story addition to the existing one-story home requiring variance relief for lot area, lot frontage, lot depth, lot coverage, front yard setback and enhanced side yard setbacks.

107 Harding Road. The applicant proposed to construct a second story addition to the existing one-story home requiring variance relief for lot area, lot frontage, front yard setback and side yard setbacks.

290 Sunset Blvd. The applicant proposed to construct a second story addition to the existing one-story home requiring variance relief for lot area, frontage, front yard setback, side yard setbacks and accessory structure lot coverage.

314 Godwin Avenue. The applicant proposed to reconstruct the existing dwelling which had been damaged by fire. The proposed alteration and expansion of the home required variance relief for front yard setback, side yard setback and lot coverage.

405 Sicomac Avenue. The applicant proposed to construct a second story addition to the existing one-story home requiring variance relief for triggered enhanced side yard setback.

558 Taunton Road. The applicant proposed to construct an addition of a pool house to the rear of the home triggering the enhanced side yard setback.

783 Charnwood Drive. The applicant proposed to construct a second story over the garage and an enclosed front entry vestibule requiring variance relief for the front yard setback and one side yard setback.

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317 West Stevens Avenue. The applicant proposed to construct a two-story addition to the existing home triggering the enhanced side yard setbacks.

392 Frances Place. The applicant proposes to construct a one-story addition to the rear of the home. There are four existing non-conformities which will remain but will not be exacerbated by the proposed addition. The addition will result in a principal building lot coverage of 15.6% where 15% is the maximum allowed.

241 Madison Avenue. The applicant proposed to construct a 144 SF addition to the second story. There are three pre-existing nonconformities with lot frontage, front yard setback and side yard setback requiring variance relief.

485 Baxter Avenue. The applicant proposed to construct a two-story addition to the rear of the home triggering the enhanced side yard setback.

539 Chestnut Street. The applicant proposed to construct a two-story addition to the rear of the home triggering the enhanced side yard setback.

582 Cresthaven Road. The applicant proposed to construct an accessory sports court on the property requiring variance relief for excessive accessory lot coverage and combined lot coverage.

322 Village Place. The applicant proposed to construct a portico over the front entryway requiring variance relief due to principal building coverage in excess of the maximum allowed however combined lot coverage is under the permitted percentage.

130 Wyckoff Avenue. The applicant proposed to expand the first-floor footprint of the existing home and expand the second story. There are pre-existing nonconformities with lot area, lot frontage and both front yard setbacks of the corner lot requiring variance relief.

17 Colonial Drive. The applicant amended the original landscape plan which was approved by The Board on October 19, 2017.

300 Cedar Hill Avenue. The applicant proposed to renovate the home and construct a second story addition requiring variance relief. The setback for front yard # 2 on Cedar Hill Avenue East is currently 5.3 feet, where 40 feet is required, and since the structure will remain in its present location this preexisting non-conforming condition will remain as well.

73 Harding Road. The applicant proposed to renovate the existing home and construct a second story. The lot is currently non-conforming as to lot area/size, frontage, and side yard setbacks.

260 Wyckoff Avenue. The applicant proposed to install a pool patio resulting in a 12' side yard setback where 20' is required.

374 Oakwood Drive. The applicant proposed to demolish the existing dwelling and construct a new home. The lot is nonconforming in lot area/size and frontage.

770 Birchwood Drive. The applicant proposed to construct a single-family home on a nonconforming lot.

303 Crescent Avenue. The applicant proposed to construct an addition to the rear of the home, expand the second story and add a front porch. The house is currently nonconforming as to its front yard setback on one of its two front yards (corner lot with two front yards).

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283 Wyckoff Avenue. The applicant proposed to expand the first and second stories of the existing home. The home is currently nonconforming as to one of its side yard setbacks and will continue to be nonconforming as to this setback.

361 Cornell Street. The applicant proposes to construct an addition of an attached single car garage.

440 Lake Road. The applicant proposes to expand the first floor and add a second story and an attached garage to the existing home. The existing detached garage will be demolished.

43 Park Avenue. The applicant proposes to expand the second story and renovate the entire home.

58 Wyckoff Avenue. The applicant proposes to expand the second story and to renovate the entire home. The lot is nonconforming in area, frontage, depth, both front yard setbacks and side yard setback.

416 Vassar Street. The applicant proposes to expand the first and second stories of the home. The lot is nonconforming in area, frontage, depth and accessory structure side yard setback.

494 Ivy Lane. The applicant proposes to expand the first floor, add a second story and a 3rd garage bay triggering the enhanced side yard setback.

241 Eastview Terrace. The applicant proposes to expand the first and second stories of the existing home. He is also proposing to construct a detached 2 car garage in the right rear of the property which will be nonconforming with both the side and rear yard setbacks.

637 Wyckoff Avenue. The applicant is requesting a parking variance to permit a Barber Shop to operate at this location. The existing parking lot is nonconforming with the required number of parking spaces.

377 Dorothy Lane. The applicant proposes to construct a second story addition to the existing one-story home. The lot is nonconforming in area, frontage and both side yard setbacks.

Withdrawn applications:

268 Wyckoff Avenue. The applicant applied for a Use Variance to permit the construction of a large tree house attached to two trees in the back yard. Tree houses are a nonpermitted use in the Township of Wyckoff. The application was subsequently withdrawn.

543 Eder Avenue. The applicant proposed to expand the existing house to include a laundry room, living room, a second story addition for a bathroom and bonus room over the garage which would encroach into the enhanced side yard setback. The application was subsequently withdrawn.

118 Sheldon Street. The applicant proposed to amend the previously approved design of the front of the home. The application was subsequently withdrawn.

Application carried:

11 Madison Avenue. The applicant proposes to expand the first floor and add a second story. The lot is nonconforming in area, frontage, depth, both front yard setbacks (corner lot) and side yard setback. The application was heard at the December 2019 meeting and is carried to the January 2020 meeting pending revised plans.

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As always, The Board reviews each application thoroughly and carefully on its own merits. The single-family zoning is protected by stating the application is for a single-family residential dwelling only, and utilities are always considered for underground construction.

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	13
• Construction permits + updates (\$744,645 in fees collected)	1239
• New Single-Family Home site plans	7
• New Multi-Family Units – The Vista	199
• New Buildings (includes homes, garages, cabanas)	24
• Additions	88
• Alterations	1206
• Demolitions (homes, garages, sheds, inground pools)	17
• Zoning Permits (sheds and fences)	101
• UCC Building Inspections	1284
• UCC Electrical Inspections	1310
• UCC Plumbing Inspections	870
• UCC Fire Inspections	398
• Stormwater Management plan reviews	12
• New septic applications + re- reviews	55
• Septic system repairs	19
• Permanent Emergency Generator permits	46
• Sewer Main extensions	1
• Treatment Works applications	3
• Road opening permits	58
• Elevator Inspections	57
• Sidewalk permits	2
• Retaining wall design reviews	3
• ZBA reviews and reports	43
• PB reviews and reports	11
• Continued Certificate of Occupancy	256
• OPRA Requests Researched	90
• Real Estate Sign Permits Issued	182
• Board of Health Licenses Issued (includes annual licensing for 2019 & 2020)	258

2. The Construction Official issued penalties to three (3) residential property owners amounting to \$3,000 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).

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3. Continued Certificates of Occupancy permits were issued to 246 property owners (resulting in revenue of \$36,900) after an inspection was requested and performed in anticipation of a home sale. Certificate of Compliance (includes rental properties) permits were issued to 256 property owners (resulting in revenue of \$19,200).
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.
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.

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- 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 repeatedly ask the same questions.
- 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 must give them an additional 140% effort and walk them through the entire process which requires a significant amount of time. This year 73 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 1 privately funded sewer extension project.

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

1. The Township aggregated the volume of 112 fire equipment items that Wyckoff, Franklin Lakes and Oakland regularly purchase and through advertised competitive bidding, obtained cost avoidance: 46% of similar items purchased in 2019 will cost less or be at the same price than we paid last year.
2. The Township aggregated the volume of Wyckoff, Franklin Lakes and Oakland's firefighter medical examinations for PEOSHA compliance and School Crossing Guards are also provided with vision & hearing examinations.
3. For the 9th consecutive year Wyckoff aggregated the recreation equipment that Wyckoff, Franklin Lakes and Oakland annually purchase into 243 items. Reduced pricing based on volume discount pricing was achieved. 43% of this year's prices were lower than prices in 2017.
4. See the attached Public Service Announcements posted on social media accounts regarding the Township Committee's success.
5. Two bids were awarded (one in the spring and one in the fall) for resident shade tree work in the municipal right of way.

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6. Clothing and shoe recycling bins at the Wyckoff Recycling and Conservation Center were awarded for the payment to the Township of non-tax revenue in exchange for allowing these bins on Township property.

7. A new animal control service contract was awarded.

8. Milling and paving of roads in 2019 within a \$500,000 budget appropriation.

9. Two (2) new twenty-five (25) year contracts to establish 25-year leases on the Town Hall monopole in exchange for a non-tax revenue stream for 25 years.

**WYCKOFF, FRANKLIN LAKES AND OAKLAND SHARED SERVICES GROUP
POOLS ITS ANNUAL RECREATION EQUIPMENT NEEDS
TO ACHIEVE REDUCED PRICING BASED ON VOLUME DISCOUNT PRICING
(55% of this year's prices – lower than 2018 prices!)**

The Wyckoff Township Committee adopted a resolution awarding contracts to ten (10) 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 246 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 246 recreation items. This way, the purchasing group ensures it obtains the most competitive prices from the ten (10) competitive bids received and stretches its tax dollar. These lowest individual unit prices are then utilized throughout 2019 for equipment needs of the individual recreation programs in each of the three municipalities. This year, 2019, marks the 11th consecutive year Wyckoff, Franklin Lakes and Oakland have obtained discount volume pricing through this regional bid.

In total, of the 246 individual recreation equipment items, **135 of this year's prices or 55% were lower in this year's bid compared to last year's bid.** 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.

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**WYCKOFF, FRANKLIN LAKES AND OAKLAND SHARED SERVICES GROUP
POOLS ITS ANNUAL FIRE SAFETY AND RESPONSE EQUIPMENT NEEDS
TO ACHIEVE REDUCED PRICING BASED ON VOLUME DISCOUNT PRICING**

The Wyckoff Township Committee adopted a resolution awarding contracts to nine (9) 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 112 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 nine (9) competitive sealed bids received and stretches its municipal tax dollar. These lowest individual unit prices are then utilized throughout 2019 for fire safety and search and rescue equipment needs of the individual fire departments in each of the three municipalities. This year, 2019, is the third consecutive year Wyckoff, Franklin Lakes and Oakland have pursued 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, 46% of similar items purchased in 2019 will cost less or be at the same price than we paid last year. 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.

Effective in 2013, a WOLF Shared Service Contract was awarded for garbage disposal. 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. The per ton cost in 2019 is 4.45% less than the cost paid in 2012. 2019 was the eleventh (11th) year for the regional recreation equipment bid and resulted in 55% of the unit items being available at a cost which was less than 2018 pricing.

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Wyckoff Talks Recycling

Community uses public information to meet a challenge

Robert J. Shannon, Jr.,
Township Administrator,
and Brian D. Scanlan,
Mayor, Township of Wyckoff

In the last week of June 2018, the Township was notified by its North Jersey regional recycling market that the overseas recyclers who purchase recyclables had changed their acceptance of contamination levels from 30% to 0.5%. To understand the significance of this change, consider this example: a single coffee cup, constructed with double-lined plastic to prevent dripping and to keep the liquid hot, would disqualify a typical bailed load of paper. The North Jersey recycling market first threatened and then levied fines and penalties for contaminated loads.

The Township acted promptly, quickly performed research, and determined that due to the demand for pristine recyclables from overseas markets, the Township must adapt or pay higher costs. We estimated for Wyckoff that these costs could be as

high as \$622,000 annually. The Township decided to implement “dual stream” recycling and discontinue single stream recycling program, which had significantly decreased the volume of materials our community sends to the landfill. The challenge became how to implement dual stream in a society that doesn’t always embrace change, and to explain how global actions impact local programs.

Transitioning “Nifty-Fifty” program to “Clean Means Green” program

Our “Nifty-Fifty” program was developed to encourage residents to recycle 50% of their household waste. This program historically resulted in an average 35% recycling rate (determined by dividing the actual volume of recyclables collected at the curb by the volume of solid waste for the same time period). We encouraged residents to recycle more and communicated the recycling percentage monthly on our “Recyclometer,” which was posted on our website, www.wyckoff-nj.com.

To implement dual stream, we discontinued the Recyclometer and began immediately to emphasize quality over quantity in our recycling. To reflect this change, one of our new slogans is

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**Wyckoff Township:
By the Numbers**

The Township of Wyckoff comprises **17,300 residents** and **5,540 homes**, there are now **5,765 registrants** receiving our weekly e-news communication. Residents who call or visit Town Hall are continually encouraged to provide their email address to be added to the weekly e-news communication list.

“When in doubt, throw it out.” Mindful that residents typically obtain their municipal information from multiple sources, the challenge was to post information on all of our social media sites: Facebook, Twitter, Instagram, and our weekly e-news communication and the Township website. Effective traditional training was provided to staff to arm them with the right information to explain the switch to dual stream, and its impact on higher recycling costs and taxes.

The multi-media approach included: the design and mailing of printed newsletters, crafting of a social media blitz of postings, two short videos, implementation of a recycling app for phones, strategically placing sandwich board signs with the relevant recycling information at locations that included:

- Where commuters catch the bus to New York City each day
- The Library
- Senior Center, etc., printing and

Wyckoff Talks Recycling

providing free stickers that listed acceptable recyclables, and the good old-fashioned training of staff to explain the program to telephone and walk-in inquiries. The new program was implemented on July 16, 2018.

Although this is just one approach, implemented by a single municipality, our environmentally aware community responded in a positive way. At this point in time it appears that the future of recycling is in recyclables without contaminants or as we describe it, “Clean Means Green.”

The challenges facing municipal officials in communicating the local implications of rapidly changing global developments can seem daunting. But, by employing all the tools available in our increasingly connected world, we can make sure that our residents have the best, most timely, information.

Wyckoff Township was recognized for its work on informing the community with the Best Special/Innovative Media for a Class B Municipality—5,000 to

Save Tax Revenue!
Join The Educational Services Commission of New Jersey's



1,200 Member Co-op Pricing System

Let New Jersey's Largest State Approved Cooperative Increase Your Buying Power

The ESCNJ's Co-op Pricing System helps over 1,200 municipalities, county governments and school districts save taxpayer dollars on major purchases including: electricity, natural gas, internet access, telecommunications and other technology products, grounds and maintenance equipment, furniture, security cameras and card access systems, carpet, flooring and custodial supplies.

Members Also Receive

- Tax-exempt Lease Purchase Financing options
- Technology Consulting Services
- Opportunities to earn free state approved Continuing Education Units

To learn more about free lifetime membership, please contact our Co-op Team at: coop@escnj.k12.nj.us, or call 732-777-9848, Ext. 3120



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20,000 population—by the Rutgers University Municipal Information Contest, sponsored by the Center for Government Services at Rutgers, The New Jersey Municipal Management Association, and the New Jersey State League of Municipalities.

Call

New Jersey One Call

3 Business Days Before Digging.

It's the Law.



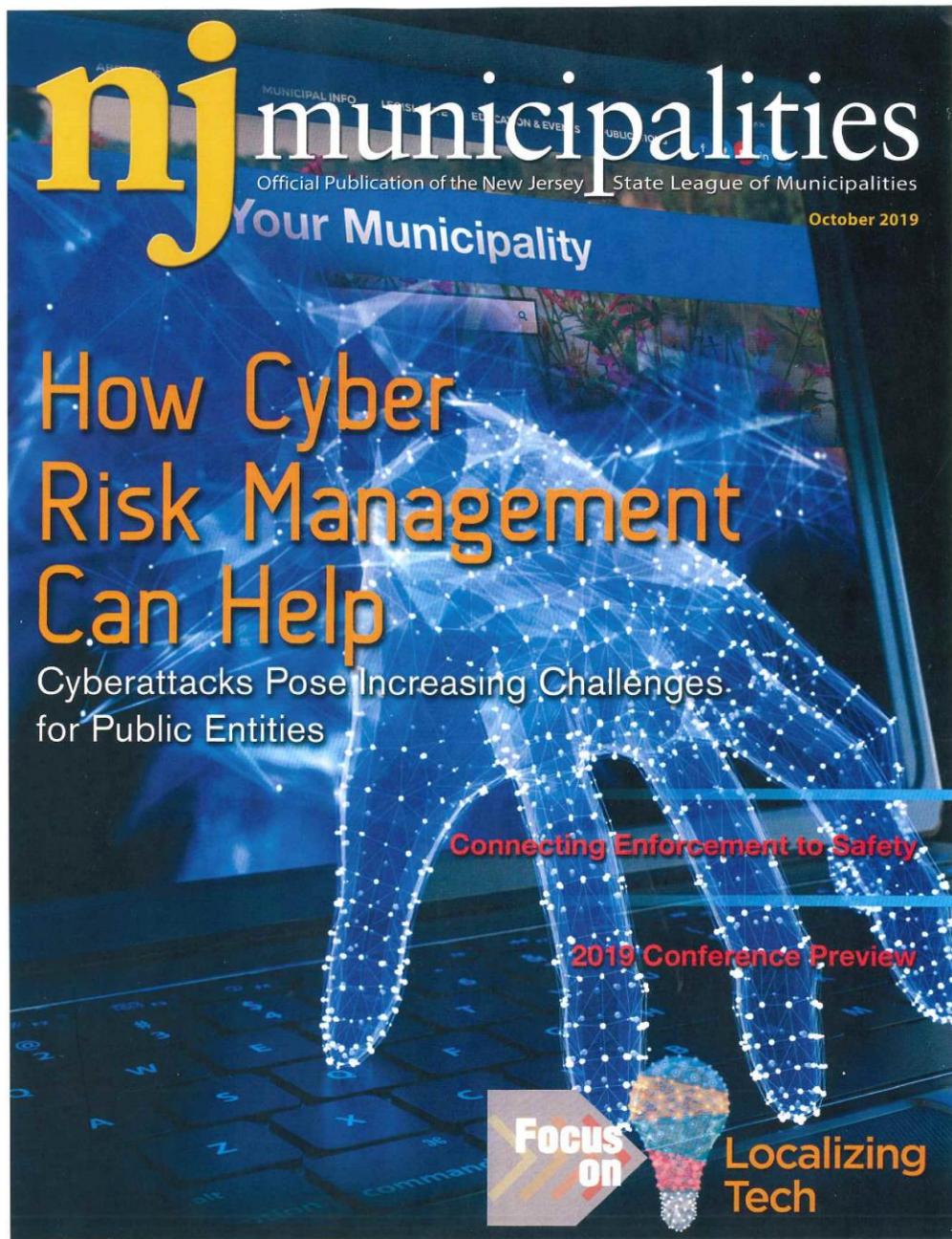
Dial 811
or **1-800-272-1000**
Online - www.nj1-call.org

811 Know what's below
Call before you dig

The Big Plan: Step-by-Step Switch to Dual Stream Recycling

- 1** Customized eight exhibits explaining the new Dual Stream Recycling program and aggressively posted changes on Facebook, Twitter, and Instagram, the Wyckoff website, and Friday E-News communications for three weeks prior to the July 16, 2018, implementation.
- 2** As part of the new program, certain plastics were no longer recyclable. We used the slogans "Plastics 1, 2, and 5—keep recycling alive" and "Plastics 3, 4, 6, and 7 now belong in garbage heaven" to remind residents of the changes.
- 3** Designed and placed large posters on sandwich board signs at the commuter park and ride lot, library, YMCA, and Larkin Senior Citizen House.
- 4** Posted an ongoing notice on the Police Department electronic sign boards in multiple locations.
- 5** Designed and mailed a resident newsletter called Wyckoff Adapts to a New Recycling Market to explain the new collection program.
- 6** Printed 1,000 smaller version copies of the resident newsletter for distribution in Town Hall offices, the Library, and at the Recycling and Conservation Center.
- 7** Developed, posted, and emailed links to two, three-minute videos featuring the Mayor titled, "Dual is Cool" and "Dual is Cool II—Clean Means Green" (viewable on YouTube).
- 8** Developed a Myrtle the Turtle recycling mascot to explain the new recycling rules, no plastic bags, no pizza boxes, and other message instructing residents to rinse out cans and bottles.
- 9** Advised residents via Weekly E-News communications to use their Outlook or smartphone calendar to schedule and keep track of recycling pickups.
- 10** Developed and designed a "Dueling Days Recycling Scoreboard" to create competition between the residents on the Monday vs. Tuesday recycling routes to inspire greater recycling and compliance with the market demand for cleaner recyclables.
- 11** Updated Wyckoff Township website Recycling section to eliminate references to Single Stream Recycling and post the new rules.
- 12** The municipal telephone "hold message" was replaced with a message explaining our new Dual Stream Recycling Program.
- 13** Each weekend, a reminder is emailed and posted on Wyckoff's social media sites about which recycling category will be collected for the upcoming week's Monday/Tuesday collections.
- 14** Each Friday, the library posts the category for the upcoming Monday/Tuesday collection on the large sign in their lobby.
- 15** Launched Recycling Coach website/app for residents to download to their smartphones to remind residents via email alerts and push notifications of their recycling and trash collection days and which recyclables to place at the curb.
- 16** Printed and distributed 8" x 10" stickers of the list of what can/can't be recycled for residents.
- 17** Purchased 500, 32-gallon recycling containers reading "Wyckoff Recycles" with the universal symbol for recycling. We sold them for \$20 each (our cost) on a first come, first served basis. This first order sold out in two (2) days, and we subsequently placed a second order for an additional 500 containers.
- 18** The Mayor again wrote and with the assistance of a talented high school student filmed, "Dual is Cool II, Clean Means Green!," featuring a machine gummed up by plastic bags and piles of recyclables with contaminants mixed in, which provided our residents with a better understanding of the process that begins when residents first put a recyclable in a bin at home.

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Connecting Enforcement to Safety

How Wyckoff's team uses social media to drive law enforcement

BY ROBERT J. SHANNON, *Township Administrator, Wyckoff*



In this age of instant information and the endless exchange of opinions, the Township of Wyckoff aspires to utilize those same information/social media tools to actually achieve fact-based communication.

These days, most communities have resident blogs and websites where information is exchanged. The information can vary widely, such as an inquiry seeking recommendations for a qualified locksmith or it can be a vitriolic opinion of the police who gave them a summons for parking in a no-parking zone (in front of a school or elsewhere around town). This opinion displays a fundamental lack of knowledge regarding the purpose

of enforcement, and misplaces a person's individual right by acting in their own self-interest without regard for public safety. Our entire community benefits through law enforcement, which, at its heart, intends to keep our citizens, both young and old, safe.

While reviewing this matter, an in-house project team came to believe that local government works best when residents

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FOCUS: Enforcement to Safety

and taxpayers understand the purpose of programs and the public benefit they are designed to achieve. We also believe that these same social media tools could be utilized to achieve fact-based communication and understanding and is not simply an exchange of opinion.

Enforcement events

A straightforward communication program was put in place that used the township's weekly e-news communication and social media sites to post announcements explaining recent enforcement assignments and the number and type

of summonses issued. When the project team reviewed the summonses issued in these three-hour enforcement events, the results were alarming. A majority of the summonses issued included vehicles operating with expired registrations, intoxicated drivers, failure to perform required motor vehicle safety repairs, and driving with a suspended license, as well as other violations.

**Our entire
community benefits
through law
enforcement, which,
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young and old, safe.**

The most important thing to keep in mind is that these enforcement actions contribute to the safety of our residents, who typically drive to and from activities in our community, to schools, and to stores and businesses with their families, and who also walk on our sidewalks and in our crosswalks.

Our communications include statistics that we consider to be "alarming statistics," which provide a broader view of motor vehicle occupant injuries and fatalities to underscore the purpose of enforcement actions.

Our experience has been positive. Since we are cognizant that residents typically access one social media outlet and not all that are available, it was critical that we post this information across all of the township's social media accounts.

Three samples of social media releases from Wyckoff regarding important public safety issues. Releases include recent local police data and enforcement information for the public.

January 21, 2020

WYCKOFF POLICE DEPARTMENT PERFORMING VEHICLE SAFETY INSPECTIONS TO ENSURE VEHICLES TRAVELING THROUGH WYCKOFF ARE SAFE AND MOTORIZED TO HELP POSE A RISK TO RESIDENTS AND PEDESTRIANS

On Friday, January 21, 2020 the Wyckoff Police Department, with the assistance of the New Jersey Motor Vehicle Commission (NJMVC), conducted a three (3) hour safety check point. The goal of the safety check is to ensure that motorists operating vehicles in Wyckoff are operating vehicles safely and with vehicles inspected for safety using the New Jersey Motor Vehicle Commission. These enforcement actions contribute to the safety of our residents who typically drive to and from activities in our community, to the library, recreation programs, schools, and stores with their families and who walk on crosswalks and sidewalks.

AN ALARMING TRENDS

According to national trends, the number of traffic deaths in New Jersey rose again in 2019, according to the National Highway Traffic Safety Board (NHTSB). These enforcement actions taken by the Wyckoff Police Department are intended to reverse this trend by changing motorist's behavior in Wyckoff. Statistics reveal that most accidents occur within a five (5) mile radius of your home.

Thirty-four (34) vehicles were inspected during the three-hour checkpoint and twenty-five (25) summonses were issued.

• Failure to obtain a current vehicle safety inspection	18
• Failure to repair responsible headlight or brake lights	5
• Operating unregistered vehicle	2
• Operating vehicle without proof of valid insurance	0

Residents and motorists are encouraged to drive safely, plan for extra travel time, do not drive and text, and obey speed limits for the safety of our families traveling through Wyckoff and the safety of pedestrians utilizing our crosswalks.

Wednesday, March 7, 2020

WYCKOFF POLICE DEPARTMENT UTILIZES CHAIR TRAINING TO PARTICIPATE IN DISTRACTED DRIVING CAMPAIGN

From April 1, 2019 through April 21, 2019 the Wyckoff Police Department participated in New Jersey's Department of Highway Safety Distracted Driving campaign known as "No Text, No Drive, No Play". The Wyckoff Police Department was awarded a \$200 grant to participate in the safety campaign. During the twenty-day campaign officers were specifically instructed daily to the township residents to educate and enforce the important message. These enforcement actions contribute to the safety of our residents who typically drive to and from activities in our community, to the library, recreation programs, schools, and stores with their families and who walk on crosswalks and sidewalks.

These enforcement actions taken by the Wyckoff Police Department are intended to reverse the national trend of traffic deaths by changing motorist's behavior in Wyckoff. Statistics reveal that most accidents occur within a five (5) mile radius of your home.

One hundred forty six (146) summonses were issued during the campaign:

• Cell phone use	54
• Failure to Obtain a Current Motor Vehicle Safety Inspection	7
• Failure to Produce License, Registration, Insurance Cards	7
• Failure to repair responsible headlight or brake lights	7
• Failure to Obtain Motor Vehicle Registration	7
• Carpooling	6
• Handing Driving	2
• Operating Vehicle	2
• Driving while intoxicated	1
• Child Seat Lane	1
• Distracted Driving	1
• Operating without a Driver's License	1
• Other Moving/Non Moving Violations	13
• Criminal Arrest	11

Residents and motorists are encouraged to drive safely, plan for extra travel time, do not drive and text, and to obey speed limits for the safety of our families traveling through Wyckoff and the safety of pedestrians utilizing our crosswalks.

25

of summonses issued for safety violations on Friday, January 25, 2019 at a three-hour Wyckoff Police Department Motor Vehicle Safety Check Point.

For more information, read our website here.

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TOWNSHIP OF WYCKOFF
MEMORIAL TOWN HALL - 340 FRANKLIN AVENUE
WYCKOFF, NEW JERSEY 07481-1907
TEL: 201-891-7000 FAX: 201-891-9359

February 6, 2019

Dear Owner of Business Property:

The Wyckoff Environmental Commission/Wyckoff Green Team and the Wyckoff Chamber of Commerce are reaching out to make you aware of a State of New Jersey program (offered by the NJ Board of Public Utilities (NJBP) in partnership with Sustainable Jersey) that provides hands-on assistance to help reduce your energy bills and save money on your bottom line while helping to create a cleaner, healthier community.

This state program will pay up to 70% of the cost of energy savings upgrades to your building and can be completed in as little as 90 days. The program, called **DIRECT INSTALL**, begins with an initial FREE, absolutely no-obligation energy assessment of your building. Once completed, the payback period on your initial investment can be as short as one year... while the energy and cost savings you will enjoy can last up to 15 years.

The Township of Wyckoff has previously utilized this effective program and we were able to improve energy efficiency in our municipal buildings at a fraction of total costs of the improvements we would normally have expended without the "**NJ DIRECT INSTALL PROGRAM**." Businesses can enjoy the same benefits to their bottom line, and recoup the savings in their energy bills to make their businesses more competitive.

Below is the contact information for our local NJ Direct Install Contractor (established by the NJBP after advertised competitive bidding), as well as the name of our Bergen County Coordinator to help guide you through this program. Please reach out to them so that we can help you start to save money and energy right away.

For more information about the NJDirect Install Program, please visit: <http://njcleanenergy.com/commercial-industrial/programs/direct-install>

NJ Board of Public Utilities Approved Direct Install Contractor
Mr. Fran Burke at Lime Energy
fburke@lime-energy.com

Bergen County Coordinator for NJDirect Install Program
Mr. Mike Mandzik at TRC Solutions
MMandzik@trcsolutions.com



Sincerely,
Wyckoff Township Committee

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

The Township of Wyckoff has developed this notice to apprise business property owners in the Township of Wyckoff of this NJBP Program for Energy Savings.

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A New Small Business Program to Help Save Money!

The State of New Jersey “Direct Install” Program will PAY up to 70% of the TOTAL cost to replace your furnaces, boilers, central air conditioning units, and qualified lighting.....
RIGHT NOW!

- Wyckoff’s Municipal buildings have already taken advantage of this program’s energy efficiency upgrades;
- Your building’s energy assessment is included for FREE;
- No rebates or excess paperwork;
- Quality, energy-efficient units: Trane, Carrier, York;
- Completely, “turn-key” state facilitators take care of all permits, labor, materials and removal of existing units

CALL Lime Energy to schedule your FREE Energy Assessment.
Get started now.....SAVE **GREEN** and Start Saving NOW!

❖ First Come, First Serve until funds are depleted.



Lime Energy
Fran Burke
fburke@lime-energy.com

NJ Clean Energy Program
Mike Mandzik
MMandzik@trcsolutions.com

Continuation of Administrator Report:

2. The DPW completed four (4) rounds of leaf collection on December 20, 2019. Due to the warm weather, landscapers continued to place leaves at the curb. The DPW is attempting to accommodate everyone.
3. Resolution #19-344 was a WOLF Shared Service Contract. This is the ninth consecutive year that the Township of Wyckoff has served as the lead agency for Oakland, Franklin Lakes and Wyckoff. Wyckoff completes the bulk of the work and Franklin Lakes and Oakland benefit from the discount volume pricing. The bid specifications include nearly 200 unit items and we aggregate the recreational equipment needs of all three (3) municipalities. With that volume, it is assumed more competitive prices are achieved. The Administrator recognized Andy Wingfield for the detailed work he performs to establish the unit items to be purchased are in the bid specifications.

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4. Mr. Shannon is working with the Township Attorney to assemble the report to the Court for the Fair Share Housing Center for final approval.
5. The Greenwood Avenue Improvement Project bids are due on Wednesday, January 15, 2020 at 11:00 a.m.
6. With regard to the procurement of a wood chipper to replace the twenty (20) year old model the Township currently utilizes, the national contract rules were followed after a ten (10) day public notice. There was no public comment received.
7. The Administrator stated that 2020 is a new decade and he looks forward to serving the governing body and the public. There are many different atypical challenges in addition to the core challenges of limiting the budget.

Township Committee Reports:

Rudy Boonstra:

Mr. Boonstra wished everyone a Happy New Year and welcomed Beth Fischer to the Township Committee. He also thanked the voters for supporting him in the November Election. Mr. Boonstra will be administered the Oath of Office later today for a new three (3) year term on the Township Committee.

Mayor Madigan's Outgoing Remarks:

Fellow members of the Township Committee, Thank you for your friendship and support in 2019. It was truly an honor to serve as mayor this past year. I want to also thank the Lovely Mary Madigan for her constant encouragement and support!

Reflecting back on my comments when I became mayor last January, I feel we achieved the goal of "emphasis on values, integrity, dedication, and service!"

Wyckoff is a special community we love and call home and we celebrate our rich traditions and the **many volunteers**, and all those that contribute to the fabric of what makes Wyckoff so special!! (No wonder NJ Family Magazine rated Wyckoff as one of the best places to raise a family!)

We are thankful for having over 120 members on our volunteer fire department, and over 40 members on our volunteer ambulance corps. We celebrate the many residents who volunteer on our various boards and commissions; including Planning Board, Zoning Board, Design Review, Board of Health, Access for All, Municipal Alliance, Library Board, Shade Tree Commission, Zabriskie House Trustees, Gardens of Wyckoff, Environmental Commission, Parks and Recreation Board, and the many volunteer coaches supporting our many youth programs.

Wyckoff also enjoys the benefits of our many volunteer and civic organizations making Wyckoff the vibrant community we cherish, all giving back within our community!!

Wyckoff boasts and we constantly thank those ensuring us of an effective municipal government led by our Township Administrator Bob Shannon and his team in town hall, Joyce Santimauro, our Clerk and all those committed to providing exceptional service to our residents at a low tax rate.

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Our accredited Police Dept. keeps us safe and makes many contributions, Our DPW team and employees all deserve accolades for providing the services we enjoy!

Wyckoff is blessed with 15 Houses of Worship and a special 'thank you' to Father Stephen Fichter for his inspirational and meaningful invocations these past three years We applaud and congratulate him on celebrating his 20th year as a priest today.

Last year I called on all 'To Love thy Neighbor 'and let's be guided by Ephesians 4.... 'To be kind and compassionate to one another' as we ensure our residents that we will meet the challenges honestly, openly, and fairly ----_guided by a simple and shared goal of making our community a better place to live.

Just a few of many highlights in 2019.

After 9 years, the ribbon was cut to open Shop Rite in town. Thank you to Larry Inserra for his patience and in paving all of Greenwood Ave. He, along with Guiseppe Cascio of Lakeland Bank provided the funds to keep our fireworks! Thank you, Tim for your leadership in ensuring the success of these town wide fireworks.

For improved Transparency, we budgeted and implemented the recording of our Township meetings and thank you Melissa for your advocacy in ensuring to get it done.

Our courtroom and meeting room was totally upgraded including energy efficient LED lighting and windows. All in here looks so nice and we are grateful to Dianna and our DPW for all their attention to details.

The township successfully obtained a grant to acquire and preserve over 21 acres at Maple Lake and we continue to pursue other strategic initiatives through open space funding. This was a Herculean task with a full court press by all.

The Wyckoff f Historical Preservation Commission was established this year and thank you Rudy for all your leadership and efforts and for also saving the 100-year-old barn from the Meer property that is now at Community Park to be preserved for future generations

Another achievement and for the third time Wyckoff earned the prestigious Sustainable Jersey Silver Award. Kudos again goes to our members of the Environmental commission and thank you Beth and Mellissa for your efforts.

In conclusion.....Let's continue to lead by example. To espouse a kinder and gentler respect for all our neighbors. Let's continue our focus on working together with positive solutions!!

The governing body continues to strive to keep Wyckoff an affordable, family friendly town. As I said last year and constantly espouse.....Wyckoff is without doubt a welcoming and inclusive town. Where else could a kid from Boston, with a "slight accent" who parked his car in Harvard yard, and is a wicked Red Sox Fanand a Patriots Fan be Mayor!!

Thank you all for your kindness, and for this honor to serve in this role.

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Motion: Timothy E. Shanley

Second: Rudolf E. Boonstra

All voted in favor of adjourning the Sine Die meeting at 11:15 am.

Thomas J. Madigan
Mayor

Joyce C. Santimauro
Municipal Clerk

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