

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

1. Announcement by Township Committee Chairman  
Rudolf E. Boonstra this meeting is a continuation of the December 19, 2017 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 15, 2017.

**TOWNSHIP OF WYCKOFF  
48 HOUR NOTICE**

The Township Committee of the Township of Wyckoff shall conduct a Special Meeting on Monday, January 1, 2018 at noon in the second floor Court Room in Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff NJ 07481.

The purpose of this notice is to comply with the Open Public Meeting Act and advise the public that the Township Committee of the Township of Wyckoff shall conduct a special meeting on January 1, 2018 namely Sine Die Meeting which is a continuation of the December 19, 2017 Regular Business Meeting.

This Sine Die meeting was not listed on the Township Committee annual schedule of meetings for 2017 as provided to the newspapers. Formal Action will be taken during this meeting.

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

#17-304	Authorize Interlocal Service Agreement with the Wyckoff Public Library for 2018-Management Resources
#17-305	Transfer of Funds
#17-306	Authorize Interlocal Service Agreement with the Wyckoff Public Library-Payroll Services
#17-307	Authorize Redemption of Tax Sale Certificate #17-00006 – Block 475/Lot1 – 360 Cornell Street
#17-308	Release Closed Session Minutes
#17-309	Award Lowest Unit Price Contracts for WOLF Cooperative Pricing Bid for Recreation Equipment
  - II. Motion (Continued)
    - a. Approve the Wyckoff Junior Volunteer Firefighter application of Matthew Behnke.

Vote on Consent Agenda:

MOTION: SCANLAN SECOND: SHANLEY  
VOTE: CAROLAN ABSENT MADIGAN YES SCANLAN YES  
SHANLEY YES BOONSTRA YES

5. Township Attorney Report

**PAGE NO.**

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

6. Administrator's Report
7. 2017 Mayor's Outgoing Comments
8. Adjournment

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

**FORMAL ACTION MAY BE TAKEN DURING THIS MEETING**

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

Mayor Rudolf E. Boonstra announced that this December 19, 2018 Sine Die meeting is a continuation of the December 19, 2017 meeting.

**Attendance**

Committee Present: Mayor Rudolph Boonstra, Township Committeemen Thomas Madigan, Brian Scanlan and Timothy Shanley  
Committee Absent: Township Committeeman John Carolan  
Staff Present: Joyce Santimauro, Municipal Clerk; Robert Shannon, Township Administrator and Thomas Garlick, Esq.  
Staff Absent: Robert Landel, Township Attorney

**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 15, 2017.

**TOWNSHIP OF WYCKOFF  
48 HOUR NOTICE**

The Township Committee of the Township of Wyckoff shall conduct a Special Meeting on Monday, January 1, 2018 at noon in the second floor Court Room in Wyckoff Town Hall, 340 Franklin Avenue, Wyckoff NJ 07481.

The purpose of this notice is to comply with the Open Public Meeting Act and advise the public that the Township Committee of the Township of Wyckoff shall conduct a special meeting on January 1, 2018 namely Sine Die Meeting which is a continuation of the December 19, 2017 Regular Business Meeting.

This Sine Die meeting was not listed on the Township Committee annual schedule of meetings for 2017 as provided to the newspapers. Formal Action will be taken during this meeting."

**Continuation of Consent Agenda**

**Resolutions (Continued)**

**#17-304     Authorize Interlocal Service Agreement with the Wyckoff Public Library for 2018-Management Resources**

**WHEREAS**, the Township Committee strives to use shared service agreements for the effective and efficient delivery of services where possible; and,

**WHEREAS**, the State of New Jersey encourages it's municipalities to enter into shared service agreements as per the State of New Jersey's "Best Practices" initiative; and,

**WHEREAS**, the Township of Wyckoff (provider) and the Wyckoff Library Board of Trustees (recipient) seek to participate in an Inter-local Services Agreement in order to save tax payer dollars and/or provide services more efficiently; and,

**WHEREAS** the Township Administrator and the Chief Financial Officer recommend that the Township of Wyckoff enter into an Inter-local Services Agreement to provide management resources service to the Wyckoff Public Library.

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Wyckoff hereby agrees to provide, in accordance with NJSA 40A:65-1 et seq (Inter-local Services Act), management resources service to the Wyckoff Public Library.

**BE IT FURTHER RESOLVED**, that the Township Committee of the Township of Wyckoff agrees to provide this shared service as described in the Inter-local Service Agreement as follows but not limited to:

1. This Agreement shall be effective retro-actively commencing on January 1, 2018 and continuing through December 31, 2018. Either party has the right to cancel as per signed agreement by providing ninety (90) day written notification.
2. The Wyckoff Public Library shall receive from Wyckoff, management resources service as per the agreement.
3. In consideration for this service, the Wyckoff Public Library shall pay Wyckoff the fee in 2018 of \$5,500.00 payable in two (2) equal installments each due on May 22, 2018 and October 23, 2018.
4. All other services as described in the Inter-local Service Agreement between the Township of Wyckoff and the Wyckoff Library Board.

**BE IT FURTHER RESOLVED**, that the Mayor and the Municipal Clerk are hereby authorized to sign the Inter-local Service Agreement.

**#17-305      Transfer of Funds**

**WHEREAS**, NJSA 40A:4-58 permits transfers of funds during the last two (2) months of the fiscal year; and,

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff that the transfer of the following funds is hereby authorized and directed:

**From:**

Health Benefits	23-220-020	<u>\$79,000</u>
	Total	\$79,000

**To:**

DPW Vehicles	26-315-020	\$10,000
Legal	20-155-020	\$50,000
Fire Vehicle	26-317-020	\$15,000
Park Main	28-375-020	<u>\$4,000</u>
	Total	\$79,000

**#17-306      Authorize Interlocal Service Agreement with the Wyckoff Public Library-Payroll Services**

**WHEREAS**, the Township Committee strives to use shared service agreements for the effective and efficient delivery of services where possible; and,

**WHEREAS**, the State of New Jersey encourages it's municipalities to enter into shared service agreements as per the State of New Jersey's "Best Practices" initiative; and,

**WHEREAS**, the Township of Wyckoff (provider) and the Wyckoff Library Board of Trustees (recipient) seek to participate in an Inter-local Services Agreement in order to save tax payer dollars and/or provide services more efficiently; and,

**WHEREAS** the Township Administrator and the Chief Financial Officer recommend that the Township of Wyckoff enter into an Inter-local Services Agreement to provide payroll services to the Wyckoff Public Library.

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Wyckoff hereby agrees to provide, in accordance with NJSA 40A:65-1 et seq (Inter-local Services Act), payroll services to the Wyckoff Public Library.

**BE IT FURTHER RESOLVED**, that the Township agrees to provide this shared service as described in the Inter-local Service Agreement as follows but not limited to:

1. This Agreement shall be effective commencing on January 1, 2018 and continuing through December 31, 2022. Either party has the right to cancel as per signed agreement by providing ninety (90) day written notification.
2. The Wyckoff Public Library shall receive from Wyckoff, payroll services as per the agreement.
3. In consideration for this service, the Wyckoff Public Library shall pay Wyckoff annual fee as follows 2018 of payable in two (2) equal installments 2018-\$12,214, 2019-\$12,654, 2020-\$13,104, 2021-\$13,564 and 2022-\$14,024.
4. All other services as described in the Inter-local Service Agreement between the Township of Wyckoff and the Wyckoff Library Board.

**BE IT FURTHER RESOLVED**, that the Mayor and the Municipal Clerk are hereby authorized to sign the Inter-local Service Agreement.

**#17-307      Authorize Redemption of Tax Sale Certificate #17-00006 –  
Block 475/Lot1 – 360 Cornell Street**

**WHEREAS**, the Tax Collector of the Township of Wyckoff has previously determined that there was due and owing to the Township of Wyckoff outstanding tax and interest for tax year 2016 on Block 475/Lot 1, aka 360 Cornell Street, within the Township of Wyckoff, County of Bergen, State of New Jersey; in the amount of \$2,352.64 and;

**WHEREAS**, on the 26th day of October 2017, the Township of Wyckoff executed a "Certificate of Sale of Unpaid Municipal Liens" numbered 17-00006, hereinafter referred to as a Tax Sale Certificate on the above-described property in the amount above-recited; and,

**WHEREAS**, said Tax Sale Certificate was purchased by US Bank Cust. Pro Cap 7, 50 South 16<sup>th</sup> Street, Suite 2050, Philadelphia, PA 19102; and;

**WHEREAS**, subsequent to the execution and filing of said Tax Sale Certificate and prior to the commencement of foreclosure proceedings against the property owner's right to redemption of said Tax Sale Certificate, the mortgagor has paid to the Tax Collector of the Township of Wyckoff any and all charges deemed due and owing on the above-described property and the property owner is therefore entitled to a redemption of said Tax Sale Certificate pursuant to N.J.S.A. 54:5-55.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, that the Tax Collector be, and the same is hereby authorized and directed to cancel and endorse Tax Sale Certificate #17-00006 for redemption and make refund in the amount of \$2,352.64 being lien amount of \$538.42, subsequent taxes, and interest in the amount of \$502.22 recording fees in the amount of \$12.00 and a premium of \$1,300.00 to US Bank Cust. Pro Cap 7, and deliver said Tax Sale Certificate to the mortgagor for cancellation with the County Clerk in accordance with N.J.S.A. 54:5-55.

PAGE NO.

**TOWNSHIP OF WYCKOFF  
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CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

**#17-308      Release Closed Session Minutes**

**WHEREAS**, Section 8 of the "Open Public Meetings Act" provides for the release of Closed Session Minutes at the discretion of the governing body or as soon as the issue has been resolved.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff that the release of the following Closed Session Minutes is hereby authorized and directed:

<u>Resolution</u>	<u>Date</u>
#17-C3	January 17, 2017
#17-C4a	February 7, 2017
#17-C11	April 25, 2017
#17-C13	June 20, 2017
#17-C14b	August 8, 2017
#17-C17	November 6, 2017

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #17-308**

\*\*\*\*\*

**INTRODUCED:**

**SECONDED:**

**MEETING DATE:** December 19, 2017  
(Sine Die Meeting)

**REFERENCE:** Release Closed Session  
Minutes

**VOTE:** CAROLAN \_\_\_ MADIGAN \_\_\_ SCANLAN \_\_\_ SHANLEY \_\_\_ BOONSTRA \_\_\_  
.....

**WHEREAS**, Section 8 of the "Open Public Meetings Act" provides for the release of Closed Session Minutes at the discretion of the governing body or as soon as the issue has been resolved.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff that the release of the following Closed Session Minutes is hereby authorized and directed:

**Resolution**

**Date**

#17-C3  
#17-C4a  
#17-C11  
#17-C13  
#17-C14b  
#17-C17

January 17, 2017  
February 7, 2017  
April 25, 2017  
June 20, 2017  
August 8, 2017  
November 6, 2017

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF,  
CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED  
BY THE TOWNSHIP COMMITTEE ON DECEMBER 19, 2017.

\_\_\_\_\_  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

RESOLUTION #2017-C3  
NJSA 10:4-12b (7)  
A. Contract Negotiation

January 17, 2017

Present: Rudolf Boonstra, Mayor  
John Carolan, Deputy Mayor  
Brian D. Scanlan  
Tom Madigan  
Timothy Shanley

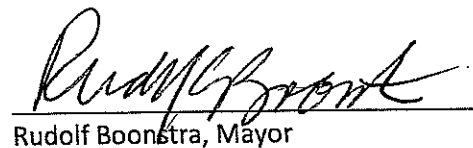
Staff Present: Robert E. Landel, Township Attorney  
Joyce C. Santimauro, Municipal Clerk  
Robert J. Shannon, Jr., Township Administrator

8:42 pm

Mayor Boonstra reported that the Police Committee met this morning and the PBA has requested to re-visit the twelve (12) hour work shift. Mayor Boonstra advised that he believes a conversation should take place, however, a Township Committee consensus appeared to exist that the Township Committee was not in favor of granting the twelve (12) hour work shift unless a significant benefit would result to the Township. Therefore, the entire contract would be subject to re-negotiation. No decisions were made. The Police Committee will meet with the PBA and receive their comments.

Adjourn: 8:50 pm

  
Joyce C. Santimauro, Municipal Clerk

  
Rudolf Boonstra, Mayor



TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #17-C3

\*\*\*\*\*  
INTRODUCED: *Carolyn*

\*\*\*\*\*  
SECONDED: *Madigan*

MEETING DATE: January 17, 2017

REFERENCE: Closed Session –

VOTE: BOONSTRA ☒ CAROLAN ☒ MADIGAN ☒ SCANLAN ☒ SHANLEY ☒  
\*\*\*\*\*

WHEREAS, the Township Committee of the Township of Wyckoff is subject to certain requirements of the "Open Public Meetings Act", N.J.S.A. 10:4-12, et seq.; and,

WHEREAS, the "Open Public Meetings Act", N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and,

WHEREAS, it was necessary for the Township Committee of the Township of Wyckoff to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

a. NJSA 10:4-12b.(7) – Contract Negotiation

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey assembled in public session during the 8pm business meeting on January 17, 2017, hereby authorize, that an Executive Session closed to the public shall be conducted on January 17, 2017, in the Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED, that the minutes of the said closed session will be made public when the Township Committee of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Municipal Clerk shall attach to this resolution when completed the Closed Session Meeting Minutes related to the specific items designated above.

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF HEREBY CERTIFIES THIS RESOLUTION TO BE A TRUE AND CORRECT COPY OF THE RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON JANUARY 17, 2017.

*Joyce C. Santimauro*  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

RESOLUTION #2017-C4 A  
NISA 10:4-12b (7)  
Contract Negotiation

February 7, 2017

Present: Rudolf Boonstra, Mayor  
John Carolan, Deputy Mayor  
Brian D. Scanlan  
Tom Madigan  
Timothy Shanley

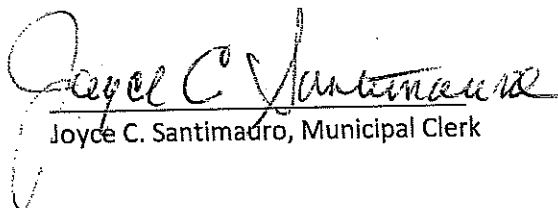
Staff Present: Robert E. Landel, Township Attorney  
Joyce C. Santimauro, Municipal Clerk  
Robert J. Shannon, Jr., Township Administrator

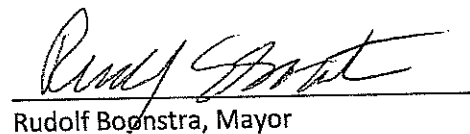
8:30 pm

The PBA has contacted the Township and requested to meet with a Township Committee subcommittee to explore their request to work the twelve (12) hour shift. The Township Committee discussed the fact that the Township Committee should meet to listen to them. However, the Township Committee members expressed concern in this regard. The twelve (12) hour shift and how it would function, its' impact on overtime and impact on staffing levels were discussed. The impact of the three additional police officers increasing the staff to twenty-six (26) sworn officers to improve services and for limiting overtime was reviewed. Specifically, Township Committee members discussed and provided input as to each member's opinion of such benefits to consider as compelling benefits to achieve cost reduction since the current collective bargaining agreement expires on 12.31.17 in consideration of such a change.

The Township Committee next discussed salary increases for each group of employees. Finance Chair, Mr. John Carolan will obtain comparison information.

Adjourn: 9:20 pm.

  
Joyce C. Santimauro, Municipal Clerk

  
Rudolf Boonstra, Mayor

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #17-C4

\*\*\*\*\*  
INTRODUCED: *Scanlan*

\*\*\*\*\*  
SECONDED: *Carolan*

MEETING DATE: February 7, 2017

REFERENCE: Closed Session -

VOTE: BOONSTRA ☒ CAROLAN ☒ MADIGAN ☒ SCANLAN ☒ SHANLEY ☒  
\*\*\*\*\*

WHEREAS, the Township Committee of the Township of Wyckoff is subject to certain requirements of the "Open Public Meetings Act", N.J.S.A. 10:4-12, et seq.; and,

WHEREAS, the "Open Public Meetings Act", N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and,

WHEREAS, it was necessary for the Township Committee of the Township of Wyckoff to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- a. NJSA 10:4-12b.(7) - Contract Negotiations
- b. Pending Litigation

NOW, THEREFORE, BE IT RESOLVED; by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey assembled in public session during the 8pm business meeting on February 7, 2017, hereby authorize, that an Executive Session closed to the public shall be conducted on February 7, 2017, in the Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED, that the minutes of the said closed session will be made public when the Township Committee of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Municipal Clerk shall attach to this resolution when completed the Closed Session Meeting Minutes related to the specific items designated above.

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF HEREBY CERTIFIES THIS RESOLUTION TO BE A TRUE AND CORRECT COPY OF THE RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON FEBRUARY 7, 2017.

*Joyce C. Santimauro*  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

RESOLUTION #2017-C11  
NJSA 10:4-12b (7)  
Negotiation  
PBA

April 25, 2017

Present: Rudolf Boonstra, Mayor  
John Carolan, Deputy Mayor  
Brian D. Scanlan  
Timothy Shanley  
Tom Madigan

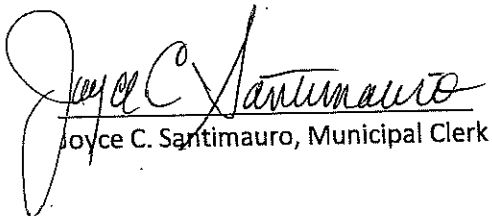
Staff Present: Robert E. Landel, Township Attorney  
Joyce C. Santimauro, Municipal Clerk  
Thomas Garlick, Attorney in Mr. Landel's Office

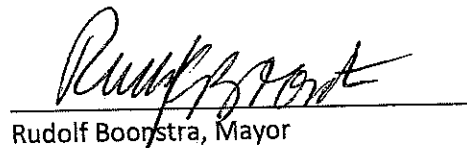
8:41 pm

Mayor Boonstra advised the current contract expires December 31, 2018 and the PBA has requested a twelve (12) hour work shift. The Township Committee discussed cost savings items they would need to be modified in the contract in order to agree to a twelve (12) hour work shift. (i.e. eliminate longevity, extend contract to December 31, 2022, eliminate two (2) shift comp days, reduce sick and vacation allotments and a trial period).

No decisions were made.

Adjourn: 9:10 pm.

  
Joyce C. Santimauro, Municipal Clerk

  
Rudolf Boonstra, Mayor

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #17-C9

\*\*\*\*\*  
INTRODUCED: Carolano                      SECONDED: Shanley

MEETING DATE: April 25, 2017

REFERENCE: Closed Session

VOTE: CAROLAN ✓ MADIGAN ✓ SCANLAN ✓ SHANLEY ✓ BOONSTRA ✓  
.....

**WHEREAS**, the Township Committee of the Township of Wyckoff is subject to certain requirements of the "Open Public Meetings Act", N.J.S.A. 10:4-12, et seq.; and,

**WHEREAS**, the "Open Public Meetings Act", N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and,

**WHEREAS**, it was necessary for the Township Committee of the Township of Wyckoff to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b (7) and designated below:

**NJSA 10:4-12b(7) - Litigation**

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey assembled in public session on April 25, 2017, hereby authorize, that an Executive Session closed to the public shall be conducted on April 25, 2017, in the Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

**BE IT FURTHER RESOLVED**, that the minutes of the said closed session will be made public when the Township Committee of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Municipal Clerk shall attach to this resolution when completed the Closed Session Meeting Minutes related to the specific items designated above.

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON APRIL 25, 2017.

\_\_\_\_\_  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

RESOLUTION #2017-C13  
NJSA 10:4-12b (7)  
**B. PBA Labor Negotiations**

June 20, 2017

Present: Rudolf Boonstra, Mayor  
John Carolan, Deputy Mayor  
Brian D. Scanlan  
Timothy Shanley  
Tom Madigan

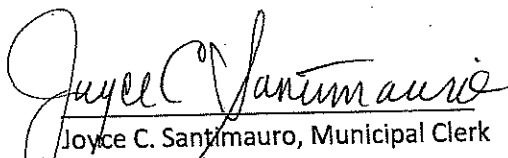
Staff Present: Robert E. Landel, Township Attorney  
Tom Garlick, Esq.  
Robert J. Shannon, Jr., Township Administrator  
Joyce C. Santimauro, Municipal Clerk

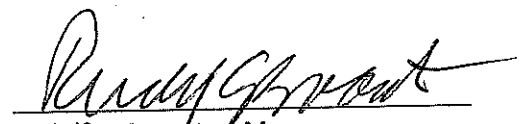
9:30 pm

Mayor Boonstra and Township Committee member Tom Madigan updated the Township Committee regarding the progress and the status of the collective bargaining process. The PBA asked to re-open the existing contract which expires on 12.31.18 to bargain for a twelve (12) hour work shift. The Police Committee described the demands requested and the PBA response to each demand. A discussion of the twelve (12) hour work shift resulted as well as negotiation strategy. The next meeting is in August.

No decisions were suggested.

9:50 pm -Adjourn

  
Joyce C. Santimauro, Municipal Clerk

  
Rudolf E. Boonstra, Mayor

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #17-C12

\*\*\*\*\*  
INTRODUCED: Scurlan SECONDED: Carolan

MEETING DATE: June 20, 2017

REFERENCE: Closed Session -

VOTE: BOONSTRA ☒ CAROLAN ☒ MADIGAN ☒ SCANLAN ☒ SHANLEY ☒  
\*\*\*\*\*

**WHEREAS**, the Township Committee of the Township of Wyckoff is subject to certain requirements of the "Open Public Meetings Act", N.J.S.A. 10:4-12, et seq.; and,

**WHEREAS**, the "Open Public Meetings Act", N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and,

**WHEREAS**, it was necessary for the Township Committee of the Township of Wyckoff to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- NJSA 10:4-12b(7) a. Litigation  
b. Salary Negotiations

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey assembled in public session on June 20, 2017, hereby authorize, that an Executive Session closed to the public shall be conducted on June 20, 2017, in the Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

**BE IT FURTHER RESOLVED**, that the minutes of the said closed session will be made public when the Township Committee of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Municipal Clerk shall attach to this resolution when completed the Closed Session Meeting Minutes related to the specific items designated above.

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF HEREBY CERTIFIES THIS RESOLUTION TO BE A TRUE AND CORRECT COPY OF THE RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON JUNE 20, 2107.

\_\_\_\_\_  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

**Township of Wyckoff**  
**RESOLUTION #17-C14 -B**  
**NJSA 10:4-12b (7)**  
**A. PBA Contract Negotiations**

**Present:** Mayor Rudolf E. Boonstra; Deputy Mayor John A. Carolan; Township Committee:  
Thomas J. Madigan, Brian D. Scanlan and Timothy E. Shanley

**Staff Present:** Robert E. Landel, Township Attorney  
Joyce C. Santimauro, Township Clerk  
Thomas Garlick, Esq.

**Absent:** Robert J. Shannon, Jr., Township Administrator

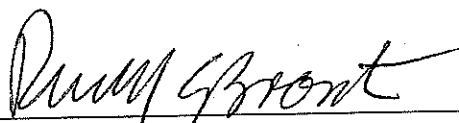
8/8/17  
9:36 pm

The Police Committee, consisting of Mayor Boonstra and Committeeman Madigan, updated the Township Committee on the status of the five (5) previous negotiation sessions they conducted with the PBA negotiation team. The Police Committee explained an analysis was performed on the 12 hour work shift as requested by the PBA. The Police Chief has advised that the 12 hour work shift will work in Wyckoff. The Police Committee also discussed various give backs that would be required to implement such a work schedule. A detailed discussion resulted regarding the operation of the 12 hour shift and the value of the recommended give backs. The Township Committee discussed strategies and providing a salary increase to PBA members that is fair and respectful to the Wyckoff tax payers.

A consensus appeared to exist to move forward with the Police Committee's recommendations subject to an approval by the Township Committee within these parameters.

No action was taken.

Adjourn 10:10 pm

  
Rudolf E. Boonstra, Mayor

  
Joyce C. Santimauro, Municipal Clerk



TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #17-C14

\*\*\*\*\*  
INTRODUCED: Carolyn

SECONDED: Scanlan

MEETING DATE: August 8, 2017

REFERENCE: Closed Session -

VOTE: BOONSTRA ☒ CAROLAN ☒ MADIGAN ☒ SCANLAN ☒ SHANLEY ☒  
\*\*\*\*\*

WHEREAS, the Township Committee of the Township of Wyckoff is subject to certain requirements of the "Open Public Meetings Act", N.J.S.A. 10:4-12, et seq.; and,

WHEREAS, the "Open Public Meetings Act", N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and,

WHEREAS, it was necessary for the Township Committee of the Township of Wyckoff to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- a. NJSA 10:4-12b(7) a. Ridgewood Water Rate Litigation
- b. PBA Contract Negotiations

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey assembled in public session on August 8, 2017, hereby authorize, that an Executive Session closed to the public shall be conducted on August 8, 2017, in the Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED, that the minutes of the said closed session will be made public when the Township Committee of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Municipal Clerk shall attach to this resolution when completed the Closed Session Meeting Minutes related to the specific items designated above.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF HEREBY CERTIFIES THIS RESOLUTION TO BE A TRUE AND CORRECT COPY OF THE RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON AUGUST 8, 2107.

  
JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

RESOLUTION #2017-C17  
NJS 10:4-12b (7)  
**Negotiation**  
**PBA**

November 6, 2017

Present: Rudolf Boonstra, Mayor  
John Carolan, Deputy Mayor  
Brian D. Scanlan  
Timothy Shanley  
Tom Madigan

Staff Present: Robert E. Landel, Township Attorney  
Robert J. Shannon, Jr., Township Administrator

Absent: Joyce C. Santimauro, Municipal Clerk

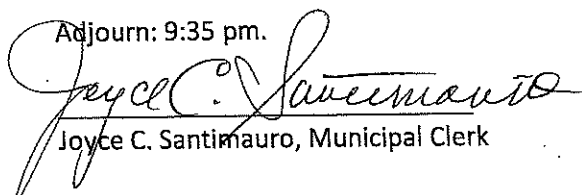
8:25 pm

Mayor Boonstra provided an update to the Township Committee regarding the progress of the Township's negotiation efforts. An understanding has been reached with the PBA and they are to vote soon on a contract which lowers the total increase in 2018 (the last year of the current four (4) year contract) and includes years 2019, 2020, 2021 and 2022. The current Police Chief considers the twelve (12) hour work shift acceptable and it would be implemented on January 1, 2018. The Township would receive the following:

- 1) The total annual hours each police officer would work would be increased from 2024 to 2080.
- 2) The two (2) shift compensation days would be abolished resulting in two (2) additional days worked every year forward by all police officers.
- 3) The 2018 increase was decreased from 5.75% to 4.06%.
- 4) Longevity for new hires is abolished and longevity for current employees is frozen at 2017 dollar amounts, not percentages.
- 5) Five (5) week vacation is reduced to four (4) weeks' vacation for all employees who have not reached twenty-five (25) years of service.
- 6) Salary step increases have been reduced from \$7,400 to \$5,000.
- 7) The twelve (12) hour work shift will be in a separate agreement with a two (2) year trial period and a benchmark has been established to determine if Overtime is in fact reduced with a twelve (12) hour shift schedule.

Township Committee members discussed the framework for a contract settlement and a consensus appeared to exist. The Township Committee will only consider a ratification vote after the PBA ratifies the contract.

Adjourn: 9:35 pm.

  
Joyce C. Santimauro, Municipal Clerk

  
Rudolf Boonstra, Mayor

TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #17-C17

\*\*\*\*\*  
INTRODUCED: *Scanlan*

SECONDED: *Shanley*

MEETING DATE: November 6, 2017

REFERENCE: Closed Session -

VOTE: BOONSTRA ☒ CAROLAN ☒ MADIGAN ☒ SCANLAN ☒ SHANLEY ☒  
\*\*\*\*\*

**WHEREAS**, the Township Committee of the Township of Wyckoff is subject to certain requirements of the "Open Public Meetings Act", N.J.S.A. 10:4-12, et seq.; and,

**WHEREAS**, the "Open Public Meetings Act", N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and,

**WHEREAS**, it was necessary for the Township Committee of the Township of Wyckoff to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- a. NJSA 10:4-12b(7) - PBA Contract Negotiations
- b. NJSA 10:4-12b(7) - Water Rate Litigation

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey assembled in public session on November 6, 2017, hereby authorize, that an Executive Session closed to the public shall be conducted on November 6, 2017, in the Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

**BE IT FURTHER RESOLVED**, that the minutes of the said closed session will be made public when the Township Committee of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Municipal Clerk shall attach to this resolution when completed the Closed Session Meeting Minutes related to the specific items designated above.

**CERTIFICATION**

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF HEREBY CERTIFIES THIS RESOLUTION TO BE A TRUE AND CORRECT COPY OF THE RESOLUTION AS ADOPTED BY THE WYCKOFF TOWNSHIP COMMITTEE ON NOVEMBER 6, 2107.

*Joyce C. Santimauro*

JOYCE C. SANTIMAURO  
MUNICIPAL CLERK

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

**#17-309      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-WCGCPS-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 December 1, 2017 on the Township's website, [www.wyckoff-nj.com](http://www.wyckoff-nj.com) under "Bids & Jobs" easily accessed from the Home Page; and

**WHEREAS**, an advertisement for soliciting competitive bids was published in the December 1, 2017 issue of the Ridgewood News (11 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 January 5, 2017 at 11:00 a.m. with the bid prices listed on the bid spread sheet reflecting the bid prices that is attached as if set forth at length; and

**WHEREAS**, the bid from Gopher Sports, 2525 Lemond Street, SW, Owatonna, MN 55060 was not considered for an award because it was non-responsive to the specifications (the bid proposal did not include a bid surety); 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

Bidder #1

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

**Item #'s** 29Adult, 29 Youth, 42, 43, 44, 45, 46, 55, 56, 57, 58, 59, 60, 62, 64, 65, 68, 72, 73, 74, 76 Youth, 76 Official, 78, 79, 86, 92A, 92B, 92C, 98, 100, 101, 106, 124, 125, 127, 128, 129, 130, 135A, 135B, 137, 138, 141, 142, 143, 144, 145, 148, 149A, 149B, 149C, 151, 164A, 164B, 166, 167, 169, 172, 174, 183, 189 Adult, 192Cascade, 194, 200 Junior, 200 Senior, 201 Junior, 201 Senior, 202G, 202H, 202I, 203 Junior, 203 Senior, 217, 220A, 220B, 220C, 165C, 165D and 178.

Total #'s: 79

Bidder # 2

**EJG Sports  
125 Passaic Avenue**

PAGE NO.

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

**Hasbrouck Heights, NJ 07604**

**Item #'s:** 5 Adult, 5 Adult XXL, 5 Adult 3XL, 5 Youth, 9 Adult, 9 Youth, 10 Adult, 10 Youth, 11 Adult, 11 Youth, 12 Adult, 12 Youth, 13, 15 Adult, 15 Youth, 36, 38, 39, 40, 41, 48, 49, 50, 54, 150A, 150B, 150C, 239.

Total #'s: 28

Bidder #3

**All-Nu Trophy & Screen Printing Co.  
243 Teaneck Road  
Ridgefield Park, NJ 07660**

**Item #'s :** 14 Adult, 16 Adult, 16 Youth, 17 Adult, 17 Youth, 18 Adult, 18 Youth, 22 Adult, 22 Adult XXL, 22 Adult 3XL, 22 Youth, 30 Adult, 32 Adult, 32 Adult XXL, 32 Adult 3XL, 33 Adult, 33 Adult XXL, 33 Adult 3XL, 66, 70, 71, 77, 81B, 81C, 83, 84, 85, 91A, 91B, 91C, 99, 111, 112, 113, 122, 123, 140, 156 Adult, 156 Intermediate, 156 Youth, 159, 168, 176, 179, 180, 181, 182, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215.

Total #'s: 57

Bidder #4

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

**Item #'s:** 6 Adult, 6 Adult XXL, 6 Adult 3XL, 6 Youth, 7 Youth, 7 Adult, 19 Adult, 19 Intermediate, 19 Youth, 25 Adult, 25 Adult XXL, 25 Adult 3XL, 53, 61, 80, 81A, 82A, 82B, 82C, 87, 88, 89, 90, 93, 94, 95, 96, 97, 102 Intermediate, 102 Youth, 104, 105, 108, 116, 118F, 119A, 119B, 119C, 119D, 119E, 119F, 120, 131, 158Adult, 160B, 173, 184, 185Youth, 186, 187 Youth, 188, 189 Youth, 190, 191E, 191F, 193, 198Youth, 198 Intermediate, 198 Adult, 199, 218, 219, 227, 230.

Total #'s: 64

Bidder # 5

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

**Item #'s:** 1 Adult, 1 Adult XXL, 1 Adult 3XL, 1 Youth, HW1 Adult, HW1 Adult XXL, HW1 Adult 3XL, HW1 Youth, 2 Adult, 2 Adult XXL, 2 Adult 3XL, 2 Youth, 8 Adult, 8 Youth, 21 Adult, 21 Adult XXL, 21 Adult 3XL, 21 Youth, 26 Adult, 26 Adult XXL, 26 Adult 3XL, 27 Adult, 27 Adult XXL, 27 Adult 3XL, 27 Youth, 31 Adult, 31 Adult XXL, 31 Adult 3XL, 34 Adult, 34 Adult XXL, 34 Adult 3XL, 35 Adult.

Total #'s: 32

Bidder # 6

**R&R Trophy  
104 Ridge Road  
North Arlington, NJ 07031**

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

**Item #'s:** 3 Adult, 3 Youth, 20 Adult, 20 Intermediate, 20 Youth, 23 Adult, 23 Adult XXL, 23 Adult 3XL, 23 Youth, 24 Adult, 24 Adult XXL, 24 Adult 3XL, 28 Adult, 28 Youth, 47, 51, 52, 69, 107, 110, 114, 115, 117, 118A, 118B, 118C, 118D, 118E, 121 Adult, 121 Youth, 126, 132A, 132B, 133, 134A, 134B, 134C, 136 Intermediate, 136 Large, 139, 146, 157, 158 Youth, 163A, 163B, 163C, 192 SS100, 192 SS575, 195, 196, 197, 216 Adult, 216 Youth, 224, 225, 238.  
**Total #'s:** 56

**Bidder # 7**

**Riddell**

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

**Item #'s:** 4 Adult, 4 Adult XXL, 152 XL, 152 Large, 152 Medium, 152 Small, 152 XS, 153A, 153B, 153C, 153D, 153E, 153F, 154 Adult, 154 Youth, 155 Adult, 155 Youth, 160A, 160C, 175, 204, 205.  
**Total #'s:** 22

**Bidder #8**

**S&S Worldwide  
75 Mill Street  
Colchester, CT 06415**

**Item #'s:** 37, 63, 67, 75, 109, 147, 170, 171, 177, 221.  
**Total #'s:** 10

**Bidder #9**

**Performance Health Supply, Inc.  
Dba/Medco Supply Company  
25 Northpointe Parkway, Suite 25  
Amherst, NY 14228**

**Item #'s:** 222, 223, 226, 228, 229, 231, 232, 233, 234, 235, 236 237  
**Total #'s** 12

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

<b>1 Adult XXL</b>	awarded to low bidder on youth and adult sizes for ordering efficiency and color matching
<b>1 Adult 3XL</b>	awarded to low bidder on youth and adult sizes for ordering efficiency and color matching
<b>H.W. 1 Adult XXL</b>	awarded to low bidder on youth and adult sizes for ordering efficiency and color matching
<b>H.W. 1 Adult 3XL</b>	awarded to low bidder on youth and adult sizes for ordering efficiency and color matching
<b>2 Adult XXL</b>	awarded to low bidder on youth and adult sizes for ordering efficiency and color matching

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

<b>2 Adult 3XL</b>	awarded to low bidder on youth and adult sizes for ordering efficiency and color matching
<b>15 Youth</b>	awarded to low bidder on adult sizes for ordering efficiency and color matching
<b>23 Adult 3XL</b>	awarded to low bidder on youth and adult sizes for ordering efficiency and color matching
<b>24 Adult</b>	*substitute not provided, item awarded to low bidder on specific brand requested
<b>24 Adult XXL</b>	*substitute not provided, item awarded to low bidder on specific brand requested
<b>24 Adult 3XL</b>	*substitute not provided, item awarded to low bidder on specific brand requested
<b>27 Adult XXL</b>	awarded to low bidder on youth and adult sizes for ordering efficiency and color matching
<b>27 Adult 3XL</b>	awarded to low bidder on youth and adult sizes for ordering efficiency and color matching
<b>131</b>	*specific brand requested, apparent low bidder bid on lower quality brand, not accepted
<b>155 ADULT</b>	*specific brand requested, apparent low bidder bid on lower quality brand, not accepted
<b>155 YOUTH</b>	*specific brand requested, apparent low bidder bid on lower quality brand, not accepted
<b>163 A</b>	*tie awarded to vendor greater geographical distance away
<b>163 B</b>	*tie awarded to vendor greater geographical distance away
<b>163 C</b>	*tie awarded to vendor greater geographical distance away

The following Bid numbers had **NO** bids:

**Item #'s: 103A, 103B, 162**

**WHEREAS**, I, Diana McLeod, 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 January 1, 2018 is subject to the availability of funds appropriated in the 2018 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 ten (10) 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 29, 2017 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 2018 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.

PAGE NO.

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

**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 JANUARY 1, 2018 IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2018 ANNUAL BUDGET 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).

\_\_\_\_\_  
DIANA McLEOD,  
CHIEF FINANCIAL OFFICER

**Motion (Continued)**

- a. Approve the Wyckoff Junior Volunteer Firefighter application of Matthew Behnke.

Vote on Consent Agenda:

MOTION: SCANLAN SECOND: SHANLEY  
VOTE: CAROLAN ABSENT MADIGAN YES SCANLAN YES  
SHANLEY YES BOONSTRA YES

**Township Attorney Report**

No Township Attorney report for Sine Die meeting.

**Administrator's Report**

1. Administrator Shannon indicated that his report would be brief.
2. The Administrator wished everyone a Happy New Year and said he looked forward to the new year while solving new problems and achieving additional accomplishments. Mr. Shannon said he is always positive and bullish for the New Year.
3. The Administrator indicated that the list of accomplishments and activities performed in 2017 has been distributed to the governing body. Those accomplishments are included in these minutes as follows:





# Township of Wyckoff

## Report of Improvements Achieved & Successful Activities In 2017

### SECTIONS:

1. Public Health, Safety and Quality of Life Laws adopted by the Township Committee in 2017
2. Recycling Activities and Programs to Protect the Environment and to Achieve Cost Avoidance
3. Grants and Positive Fiscal Operations
4. Financial Mandate Compliance
5. Quality of Life Programs
6. Timely and Useful Public Information
7. Safety as a Positive Fiscal Operation
8. Road, Street and Park Maintenance for Safe Use
9. Successful Recreation Programs and Activities
10. Police Department Operational and Other Accomplishments

**11. Planning Board and Board of Adjustment Activities**

**12. Inspection for Safe Buildings and Code Compliance**

**13. Roads Paved in 2017**

**14. Recognition from Third Party Independent Agencies and Awards Achieved**

**15. Savings and Cost Avoidances Achieved Through Exploiting Sealed, Advertised Competitive Bidding**

**16. Public Service Announcements Issued – Grants and Successful Activities**

**17. Public Service Announcements Issued – Successful Shared Services**

**Robert J. Shannon, Jr.**  
**Township Administrator**

**TO:** Township Committee  
**FROM:** Robert J. Shannon, Jr. Township Administrator  
**DATE:** December 22, 2017

**RE: *REPORT OF IMPROVEMENTS ACHIEVED AND  
SUCCESSFUL ACTIVITIES IN 2017***

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 2017**

1. Adopted an ordinance (#1822) that protects trees during construction projects.
2. Adopted an ordinance (#1823) that establishes promotional processes for police officers to the ranks of Sergeant, Lieutenant, and Captain.
3. Adopted an ordinance (#1838) to establish modern lighting standards to more effectively regulate and control lighting at all new commercial sites.
4. Adopted an ordinance (#1842) which incorporates best practice standards into the public sanitary sewer system operations.
5. Adopted an ordinance (#1837) to vacate Beekman Street and place the prior area of the roadway onto taxable property.
6. Adopted two (2) ordinances that increased user fees (#1839 and #1840) for smoke detector compliance and a permit requirement to ensure all safety regulations are in compliance at resale.

## **RECYCLING ACTIVITIES AND PROGRAMS TO PROTECT THE ENVIRONMENT AND ACHIEVE COST AVOIDANCE**

1. The Clerk's office successfully scheduled the diversion of 1,532 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.
2. The Spring leaf collection resulted in 785 cubic yards of leaves brought to the Township's leaf composting facility on Charles Avenue and not brought to a landfill at \$64.00 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. 2,001 Christmas trees were recycled through the Township's annual curbside collection of Christmas trees, performed by the DPW, avoiding the cost of disposal at \$64.00 per ton.
5. The Township successfully renewed its Tree City USA designation for the 8<sup>th</sup> consecutive year.
6. Wyckoff is the only municipality that posts a "Recyclometer" on its web site and advises residents monthly as to our progress as a community towards reaching the state mandated goal of recycling 50% of our solid waste. In 2017, Wyckoff residents recycled 33.54% of their solid waste.
7. 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.
8. 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.

9. Through competitive bidding the Township created \$16,500 of non-tax revenue annually by allowing the placement of recycling boxes for clothing and shoe recycling.

10. The **weekly, single stream**, convenient to use recycling curbside collection program was again provided.

11. The Township continuously searches for new ways to promote recycling and reaching our goal of the “nifty fifty” (recycling 50% of the solid waste generated). The 2018 municipal calendar, which was prepared in 2017, is titled, “Keep Calm and Recycle On”.

12. **RECYCLOMETER** – Wyckoff provides a Recyclometer on the home page of our website and posts results monthly on our social media accounts. Its purpose is to encourage even greater recycling efforts by advising residents of our collective progress as a community to reach “nifty-fifty”. (Recycling 50% of the solid waste we would otherwise send to a landfill). The Township finished the 2017 year with an average monthly recycling rate of 33.81%. The month that our community members recycled the greatest amount was October 2017 where we recycled 36.33%.

13. 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

14. DPW collected 8,000 tons of leaves during the Fall curbside **leaf collection** program.

15. The second five-year **Composting** contract began, which results in leaves composed into leaf compost at no charge.

16. The DPW transplanted trees from the Russell Farms Community Part Arboretum and re-planted them at the new Pulis Field playground.

## **2017 GRANTS AND POSITIVE FISCAL OPERATIONS**

1. The 2017 **annual budget** for operational expenses and capital improvement projects was adopted with an overall increase of 4.9% and a municipal tax increase of \$7.83 on the average assessed home in Wyckoff of \$782,700.
2. The 2017 **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 2017:
  - a) Sharing and lending of emergency and non-emergency equipment and vehicles with Bergen County.
  - b) After completing six (6) years of a shared service with the Borough of New Milford for Chief Financial Officer services in exchange for non-tax revenue, a new agreement was executed.
  - c) The Township entered into an agreement with the federal government's "Law Enforcement 1033 Program" and acquired \$338,108 of free equipment including a water rescue inflatable soft/boat, a Humvee and computers.
  - d) The Township entered into 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.
  - e) The Township entered into a new shared service agreement required by Bergen County regarding a mandate that ADA curb ramps be installed on county roads prior to the county paving these roads in the Township. This agreement was completed and Russell Avenue and a section of Cedar Hill Avenue was paved in 2017.

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

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

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

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

#### **4. Grants utilized in 2017:**

- A \$155,500 NJDOT Grant funded an improvement completed on time and under budget to improve a section of Crescent Avenue between Lucas Lane and Frost Court with drainage and repaving.
- A \$28,000 NJDEP grant based on the volume of recyclables removed from the solid waste stream was used to partially fund weekly curbside recycling collections.
- A \$2,000 grant from the Bergen County JIF was utilized to purchase portable stop signs and other safety improvements for the community.
- An \$11,677 grant from Bergen County was utilized for anti-drug activities and awareness.

- The Township obtained a \$43,008 clean community grant utilized to fund weekly newsletter, backhoe lease, Team-Up-To-Tidy-Up, and leaf collection sweeper supplies.
- The Township was notified in December 2016 that it had been awarded a \$12,000 2016 Bergen County Open Space Park Improvement Grant for improvements to Memorial Field.
- The Township was notified in the fall of 2017 that it was awarded a \$167,000 grant for improvements to Crescent Avenue – phase III. This achievement will be completed in 2018.
- The Township applied for a 2017 \$175,000 NJDOT Trust Fund grant to re-pave Lafayette Avenue from the Abundant Life Church to Hawthorne.
- The Township applied for a 2017 Bergen County Open Space Park Improvement grant to improve Russell Farms Community Park with chess tables, a sensory garden, planting of trees and an irrigation system to achieve a robust growth of lawn and meadow.
- The Police Department applied for and was awarded a grant from the State of New Jersey in the amount of \$4,648 to fund patrols to enforce Driving While Intoxicated (DWI) laws and to purchase DWI equipment and a \$5,500 grant for Distracted Driver Crackdown and a \$5,500 grant for Drive Sober Campaign.
- A \$50,834 grant to purchase Federal Fire Safety self-contained breathing apparatus gear for search and rescue.
- The Township submitted two grant applications to the federal government for emergency firefighting equipment and fire prevention equipment and supplies.
- Since joining the Federal Government Surplus Acquisition Equipment Program (1033) in August 2016, \$338,108 of equipment has been acquired at no cost.



## **FINANCIAL MANDATE COMPLIANCE**

1. The Tax Assessor's office mailed 5,808 Chapter 75 cards to property owners notifying them of their 2017 assessment.
2. The Tax Assessor received and processed 140 tax appeals.
3. The Tax Assessor's office mailed 55 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.
4. The Tax Assessor mailed 162 Income and Expense Report requests to commercial property owners.
5. The Tax Assessor completed the final transmittal of 385 Omitted/Added Assessment records to the Bergen County Board of Taxation.
6. The Tax Assessor published the state mandated notice by January 10, 2017 that notified property owners that the 2017 tax duplicate is available for public inspection.
8. The CFO/Tax Collector completed the verification of disconnected and unused phone lines for a savings of \$322 per month, or 15% of total billing for hard lines.

## **Chief Financial Officer and Finance Department Achievements**

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 (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
- Maintain and reconcile for 18 bank accounts and 9 ledger fund 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

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 Single Audit Act, coordinated all departments compliance and coordinated annual audit resulting in 10<sup>th</sup> 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.

Manages 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.

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.

**Accounts Payable:**

Total Purchase orders and vouchers (as of 12/5/17)	1,478
Total checks written	2,223
(not including wire transfers)	

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	34
Total Seasonal employees	75

Shared service to process Library Payroll (paid by Library)

Ensure compliance with State required: W-4 and Tax forms, 19 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 year's tax billing information reflects new assessed value.

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 9 banks including Current Fund, Sewer Operating, and on-line Tax and Recreation Banking.

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 cashiering 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.

2017 Tax billing, mailings and line-item adjustments activity:

Estimated Billing line items	5,925
Final/Preliminary Billing line items	5,925
Added/Omitted Added Billing line items	1,026
Homestead Rebate Bills	1,162
Sewer Operating Billing line items	3,999
Delinquent Notices (Tax & Sewer)	3,800 (appx)
Tax Appeal adjustments	387
Tax Deduction Adjustments	31
Appeal/Overpayment Refunds	104
Lien Holder Payments	60

Tax Sale properties initial list (as of 9/1/17) 47

Tax Sale properties sold (on 10/27/17) 9

**Total Revenues Collected (as of 12/1/17):**

Total Tax Levy Collected	\$ 81,664,413
Tax Interest/penalties	\$ 97,191
Liens Redeemed	\$ 12,908
Other Revenues Collected	\$ 4,212,279
Sewer Charges	\$ 2,225,093
Capital/Trust Revenues	\$ 353,690
Developers Fees	<u>\$ 366,654</u>
	\$88,932,228

**2017 Special Projects:**

Completed phone migration project (begun in 2015) by converting final hard lines to digital at a cost saving of approximately \$322/month.

Installed new wireless 911 buzzers at employee desks and hallway, installed new cameras and moved monitoring to Chief of Police Office.

Installed security glass and counter in tax office securing area. Includes ballistic glass, new counter, new filing cabinets, secure entry into finance/tax area, frosted glass and key pad entry on finance office door, blinds for visual security from street. The DPW performed demolition and miscellaneous tasks to reduce costs.

Implement policy of individual cashiering stations during collection quarters as recommended by State and auditor as part of fraud prevention.

Installed new cash counterfeit detection equipment.

## **QUALITY OF LIFE PROGRAMS**

1. The Clerk's office mailed renewal notices and issued 1,597 dog licenses and 115 cat licenses in 2017. 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 commuter Park and Ride permits. The parking lot at the Cornerstone Christian Church was paved in July 2017 as part of the reciprocal agreement that allows commuter parking at the church's parking lot. The DPW Manager managed the job to avoid the cost of a project coordinator. During the paving, the Township provided alternate commuter parking locations complete with ADA parking spaces at the Wyckoff Community Park and Coolidge School lots. The DPW performed parking stall lay-outs and painted all parking stalls and other striping to maximize the greatest number of parking stalls possible.
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 four (4) towing companies to perform towing of inoperable vehicles on roads in Wyckoff on a rotating scheduled basis as a public service to motorists.
5. Fire Company #3 won the annual fire inspection contest between the three Wyckoff Volunteer fire companies at the 58<sup>th</sup> annual fire skills competition.
6. A successful and fun Wyckoff Day was provided on June 5, 2017.
7. Background checks for volunteer coaches who coach in the Wyckoff Recreation Program were implemented for the fifth consecutive year. The cost per background verification was decreased from \$39 to \$35.



8. The Planning Board's approval of the Shop-Rite site plan at 430 Greenwood Ave was affirmed after five (5) lawsuits and construction began in 2017.

9. On December 12, 2017 the Menorah Lighting Ceremony was conducted on the front lawn of Town Hall at 5:00 pm. On Friday, December 8, 2017, 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.

10. A successful Memorial Day parade was provide to honor soldiers from Wyckoff who made the ultimate sacrifice for the freedoms we enjoy.

11. The 911 Remembrance Ceremony was conducted at Fire Company #1.

12. 100% of the Wyckoff Local Government Officers filed their annual Financial Disclosure Reports in compliance with the NJ Ethics Law.

## **TIMELY & USEFUL PUBLIC INFORMATION**

1. A 2017 resident municipal calendar was printed and mailed to all postal addresses and posted on the Township's web site. The theme was aerial views of Wyckoff.

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.

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:

Weekly E-Blast of Timely & Useful Information	5,308
Face Book-Local Government	1,040
Face Book-Mayor's Wellness	224
Face Book-Recreation	896
Face Book-Police Department	1,317
Face Book-Office of Emergency Management	1,375
Twitter	325
Instagram	255

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) 2017 was the eleventh (11<sup>th</sup>) year that the Township posted these meeting minutes in an expedited manner.

d) Posts the agenda and the resolutions and ordinances to be considered on that Tuesday meeting agenda the Friday prior on the municipal web site.

e) The Township posts all meetings to be held the following week in its Friday e-blasts, even though the calendar of meetings is posted on the web site and is available 24 / 7 / 365 and included in the municipal calendar mailed to all homes and businesses.

f) The Township posts the audio recording of the Township Committee meetings.

g) Developed a link on our web site titled, "Municipal Records" and the Township posts municipal records at this central location.

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

7. The web site has a button titled, "Request for Service". In 2017, 88 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 weekly 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 Friday e-blasts in the section "Police Blotter Reports".

9. There are 5,308 email addresses registered to receive Friday e-blasts of timely and useful municipal information.

10. The Township continued to urge residents to register their email address at 'Sign up for E-News' on our home page to receive "Storm Informed" information.

11. The Township continues to issue weekly public service announcements (PSAs) to explain government actions, such as the purpose of an ordinance or a resolution awarding a contract in addition to the PSAs intended to inform the public of municipal programs, activities, and due dates.

12. The Township posted leaf collection crew progress updates on its home page every day of the leaf collection October 2017 through the conclusion of the fourth (4<sup>th</sup>) town-wide collection on December 20, 2017. These updates were also shared on Face Book and on Twitter. The updates included the district the leaf crews were collecting in and the number of days expected to be in that district before the crews entered the next district. This information was designed to be timely and helpful for residents to plan when to take 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 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 nine (9) Recycling Tips or reasons to recycle in attractive eye-catching bulletins were designed.

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

- Three (3) Pedestrian Safety Bulletins
- Three (3) Halloween Safety Bulletins
- Three (3) School's Open, Drive Safely Bulletins
- Seven (7) Fire Prevention Bulletins
- Various Public Health Awareness Bulletins
- Drug and Alcohol Abuse Videos Posted Weekly
- Three (3) Emergency Preparedness Bulletins for Emergency Preparedness Month
- Nine (9) Reasons to Recycle
- Four (4) Winter Safety Bulletins
- Shovel Snow from Around Fire Hydrants Campaign

## **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.
2. The Township's Safety Committee participated in the 2017 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 \$15,220.54 from JIF for its efforts controlling costs in 2017. This dividend is used to decrease the Township's next year insurance costs. Since joining JIF, the Township has earned \$706,965.47 in dividends which assisted the Township Committee in limiting budget increases.
4. The Township completed its 3<sup>rd</sup> consecutive year of no loss work time. The NJ State average in 2017 is 3.8. The 2017 JIF loss work time is 2.1 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 2018 cost for insurance was limited to a 1% increase in 2017 and 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 two Title 59 resolutions invoking planning and design immunities for the Crescent Avenue improvements and the re-do of the first Sunrise Drive traffic island. A Title 59 resolution invoking immunities was also adopted as a risk management technique with the purchase of a pickup truck for use by the Police Department.

9. The Township assisted with the delivery of two (2) large Con Edison transformers and obtained a \$7,000 donation for Wyckoff EMS by allowing the closure of Main Street for the duration of the off-loading of the two transformers and the loading of them onto trucks. These transformers will help with power distribution during outages for Rockland Electric customers, including those in Wyckoff.

10. The Township established a cyber security project team to continue and expand its cyber security measures to qualify for the most desirable co-payment amount should a breach occur.

## **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-stripped 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 2017 the Township of Wyckoff DPW responded to 11 emergency snow events requiring sanding and / or snow plowing. 43 inches of snow fell in the winter season of December 2016 to March 2017.

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

5. 61 stumps in the right-of-way were removed by the DPW.

6. 73 trees in the right-of-way were trimmed, elevated or removed.



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:

1,463 basins were inspected / 94 were cleaned  
124 outfall pipes in waterways were inspected  
43 basins were repaired  
298 miles of street sweeping performed as a part of the Stormwater Act.

8. The DPW, utilizing a new product made of recycled tires for an ADA compliant "flexi-pave" system, installed on the pathway at Russell Farms Community Park to correct areas where the path was washed out by run-off.

9. A completely new roof was constructed at Fire House #1 and a small portico constructed over the front pedestrian door. This was done to alleviate a recurring icing condition on the front walkway.

10. The men's restroom at Firehouse #1 was reconstructed and updated. The DPW performed a majority of the work at a significant savings.

11. Removed sunken drainage pipe and replaced it with a new drain pipe at the Fieldstone Condo Emergency Access roadway to Lawlins Road.

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

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

14. Replaced eighteen (18) year old backhoe with a new backhoe.

15. 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.

16. The DPW completed four (4) town-wide, curbside collections of leaves starting on 10/16/17 and completed this service on 12/21/17 despite three emergency snow responses and multiple rain days which slow the collection process.

17. 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 2017:

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 2016 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.

## **SUCCESSFUL RECREATION PROGRAMS AND ACTIVITIES**

The 2017 budget year was highlighted by the first full year of use of our newly renovated Roller Hockey Rink, Memorial Basketball Courts, and the newly constructed Pulis Field. It is still our hope in 2017 to receive the Open Space Contract award of \$12,000 to be put toward the replacement of the fence lining the Memorial Field Playground as well as improving our control of the field lighting system to become more cost efficient at Memorial Field.

Registration numbers across the board were down slightly this year but continue to be in line with our 5 year average. Board of Education numbers are also down slightly in 2017 so the reduction in registrations was not a surprise. Contact sports such as football and lacrosse continue to trend downward with parental concerns of injury, specifically concussions, continuing to rise. Once again, however, registration numbers for our K-4 Summer Camp were the highlight of 2017. Residents registered for 57 more weeks in 2017 from the previous year which is an even bigger increase from last year's record increase. The 953 weeks sold is up from 896 last year and were the most since 2011. Combined with our Grades 5-8 Summer Camp, camp numbers in 2017 reached over 1,200 weeks! We will continue using the elementary schools for our Day Camp as the parents feel much more comfortable sending their children to a camp that they are assured will not be rained out and that their children will be inside out of the sun for a good portion of the day. Our camp numbers in 2017 are made even more impressive by the fact that parents in 2017, compared to 2011, have so many more options for summer camp in the immediate area. Our camp staff continues to provide a local, safe, fun, and budget friendly alternative to our residents, not to mention a great opportunity for our teenagers to work at a job for the first time.

In 2017, the Department was, once again, able to generate almost \$20,000 by renting out our fields and facilities during 'off' times. We will continue to build on this non-tax source of revenue without negatively impacting the recreation experience for our residents. This \$20,000 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 artificial turf at Pulis Field when its useful life is expired.

Here are some 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 2017, 182 men participated in our adult softball program which run 2-3 times per week.
  - 35 men and women participated in our fitness program Wake Up to Shape Up in 2017.
  - 145 men and women took part in our Team Tennis program which takes place once a week during the summer and fall.

- Another 50 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.
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 2017-18, 85 high school students primarily from Ramapo and Indian Hills are playing Basketball on Monday nights in our High School Basketball program. 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 2017 was another great success with over 300 residents coming out to enjoy the evenings. Once again, there was no charge for the residents to come out and watch the movie and the Department collected almost \$100 in donations from a local vendor who sold Italian Ices during the movie. We will look to build on this potential source of revenue in the near future.
  4. As mentioned above, our K-4 Summer Camp had another banner year. 953 weeks of camp were registered for which was up from 896 weeks in 2016.
  5. The Department is also very encouraged by the stability of our football program over the past several years. While other programs in the area complain of declining numbers in football, our numbers have remained steady over the past 4 years (170 in 2013, 170 in 2016, and 160 in 2017). But even more encouraging is the increase in the involvement in our Football Cheerleading program. In 2012, we had 53 cheerleaders from 5<sup>th</sup>-8<sup>th</sup> grade. After opening up the program to 3<sup>rd</sup> & 4<sup>th</sup> graders, our numbers have increased steadily and we had 100 cheerleaders participate this past season between 3<sup>rd</sup> & 8<sup>th</sup> grade!
  6. The Department's Arts & Crafts program, otherwise known as our Fairies and Knights program, one of the passive recreation programs that we instituted 3 years ago continues to be very popular among younger children. Feedback for the program from the parents is extremely positive and we are finding that we have a lot of repeat participants throughout the year. In 2017, 47 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 2017 and we are already receiving registrations for 2018.

7. In 2017, the Department began sending Drug Awareness emails to all participants' parents in 5<sup>th</sup> grade and above. As of this date, approximately 1,000 emails have been delivered to families that participate in the program.
8. In another major safety initiative for the program, the Department is purchasing Guardian Caps for our football program for the 2018 season. These helmet covers provide an added level of padding to the head further limiting the force of helmet to helmet contact, 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 and the expense falls within the Department's budget for the 2017 budget year.
9. Finally, we have added an opportunity at the Memorial Tennis courts for adults, specifically seniors, to play Pickleball. Two of our tennis courts have been modified with lines so that Pickleball may be played on them. In 2018, those lines will be made permanent on at least 2 of our courts and equipment will be purchased so that anyone that wants to play will be able to do so.

## **POLICE DEPARTMENT OPERATIONAL AND OTHER ACCOMPLISHMENTS**

1. We are almost complete with our full Police Accreditation Process- This process is a huge task but so needed for updating and standardizing all of our policies and procedures bringing us up to "Best Practices" throughout Law Enforcement.
2. We instituted a computerized training program as well as a computerized officer evaluation program and they have had a flawless integration. (Power DMS & Guardian Tracking)
3. We created and launched a new and updated police department website and Facebook page.
4. We have taken delivery and began training with all officers in the usage of 4 Tasers allowing officers the ability to have a less lethal option. We have had one successful deployment saving officers from injury.
5. We were able to promote one Sergeant to the rank of Lieutenant and one patrol officer to the rank of Sergeant.
6. We hired a female officer to bring us to full staffing.
7. We have taken delivery of 10 Rifle Caliber Tactical Vests. This goes to outfitting our officers with the newest and safest equipment in the event of an active shooter situation.
8. We have also started a specialty weapons upgrade program and have received ten pistol type 9mm Carbine weapons and seven patrol rifles to further the safety of our officers in potential active shooter and school incidents.
9. We enrolled and instituted the Project Medicine Drop program- This placed a secured mailbox in our lobby for 24 X 7 safe disposal of all unused medications.
10. We purchased two patrol SUV vehicles to replace two police vehicles that had reached the end of their useful life. These vehicles, as well as all remaining vehicles, have had enhanced reflective safety striping added for safety as well as completely outfitting a reserve vehicle allowing us to put it into daily use.

11. New Watchguard Mobile Car Cameras installed in 6 patrol vehicles.
12. New CrossMatch Live Scan Fingerprint machine to bring us up to Bergen County Prosecutor's Office requirements for the new Central Judicial Processing.
13. Purchased 1 new message board trailer and 1 new radar trailer.
14. Joined the Federal Government's 1033 Acquisition Program and have received many items and vehicles at no cost to taxpayers. We have acquired equipment valued at \$338,108.00, to date.
15. We have installed the BEAST Evidence Management system which allows us to scan all articles of evidence and categorize them in a computer bank for easy recognition and identification.
16. We have installed an in car ticket system that is synched to our car computer to allow officers to create and print tickets in a shorter time frame as well as a much more professional manner.
17. We have made a technology upgrade and purchased an IPAD and a Computer Tablet to allow Officers and detectives the ability to use them on special details as well as Administrative Staff to access department records from off site.
18. We have purchased and trained officers in using Laser Radar, the newest technology available.
19. Installed carbon monoxide detectors in marked patrol vehicles as a safety enhancement based on possible Ford recalls.
20. Submitted an application with the Meyer Foundation and received a grant award for \$50,000.00 for police related equipment.
21. We have installed a new fenced-in area behind headquarters to secure our equipment (cones, barricades etc.) as well as impounded vehicles for crimes or evidence.



22. We have assisted in the upgrading of cameras and panic alarm systems throughout Town Hall and have installed monitors in the police department to view Town Hall's security.
23. We have upgraded the lighting inside three offices in the police department as well as installed locks to improve prisoner security and safety.
24. A battery kill switch has been installed in the Humvee. It is located (out of view) behind the front passenger seat near the floor kick plate area. This will need to be turned on prior to the regular start up procedure.
25. Three new portable radios have been programmed by Chief Murphy with Central Dispatch Frequency as channel #1. They have been placed in chargers in the rear equipment sign out area.
26. The Wyckoff Police Department responded to 13,800 calls for assistance in 2017.

## **PLANNING BOARD AND BOARD OF ADJUSTMENT ACTIVITIES**

On September 9, 2009 Inserra Supermarkets, Inc. 430 Greenwood Avenue, submitted an application to demolish the existing functionally obsolete deteriorated A&P supermarket and the separate strip of stores (total 69,260 square feet) and replace it with a modern Shop Rite supermarket (62,042 square feet). This application was deemed complete in November 2009. Inserra began its public hearings on July 14, 2010 and continued through 2011 and into 2012 with a total of 39 meetings of which 16 were special scheduled additional meetings. The Shop Rite application was granted approval at the November 26, 2012 special meeting after 2½ years of testimony. The resolution was memorialized on February 13, 2013. In April a professional service resolution was adopted to appoint Board Attorney Perconti to defend the Wyckoff Planning Board in Stop & Shop Supermarkets vs. Wyckoff Planning Board and Inserra Supermarkets, Inc. and Munico Associates, LP and Wyckoff Residential, LLC vs. Inserra Supermarkets, Inc. A trial date had been set for January 29, 2014. During the course of the year Boulder Run and Stop & Shop filed complaints against the Planning Board challenging their approvals. In January 2014 the case was tried before Judge Meehan and a decision was rendered in August upholding all aspects of the Planning Board's actions. Both Boulder Run and Stop & Shop have appealed the Meehan decision to the Appellate Division of the Superior Court of New Jersey. In August 18, 2016, the appellate Division ruled in favor of the Township of Wyckoff and Shop Rite/Inserra. The Bergen County Planning Board granted site plan approval to Inserra. Stop & Shop appealed this approval to the Bergen County Freeholder Board who upheld the Bergen County Planning Board decision. Stop & Shop then appealed the Bergen County Freeholder decision to Superior Court, Law Division, Bergen County. On May 12, 2015 Judge Meehan ruled in favor of Bergen County. Stop & Shop appealed Judge Meehan's decision to Appellate Division of the Superior Court of New Jersey. On August 18, 2016 the appellate decision confirmed Judge Meehan's decision. In 2017 Inserra Supermarkets demolished the two existing obsolete structures and construction of the new Shop Rite Supermarket is underway.

There were two (2) soil movement applications for 317 Newtown Road and 339 West Shore Drive LLC for the import of over 100 CY of fill due to the fill and regrading of the property for the construction of a new driveway and new home. Both soil movement applications were approved. A privacy fence application on the corner of 480 Victor Way was submitted and approved on August 9, 2017. Another privacy fence application was submitted on October 6, 2017 for 390 West Shore Drive on the corner of Wyckoff Avenue and West Shore Drive. It has been carried to the January 10, 2018 public hearing meeting.

In August 2016 an application for preliminary major subdivision/variance was submitted on Smith Place. The applicant proposes to create four (4) new building lots on a new cul-de-sac where 2 lots will require lot frontage variances. This application was heard at a special meeting in October and December and continued with a special meeting in January 2017. This application was approved on February 14, 2017. The cul-de-sac was named Galenkamp Court after former mayor Harold Galenkamp. Another subdivision application was submitted on September 14, 2017 for the Meer Estate property. The applicant proposed to subdivide 2 existing lots into 5 conforming lots with the Manor House remaining on one of the lots. One variance approval was granted for the existing front yard setback to the porch of 8" to maintain the Manor House. This application was approved on November 8, 2017.

In November 8, 2016 a minor subdivision which would create a non-conformity in lot area was withdrawn after testimony at the January 11, 2017 public hearing meeting. In April 2017 William DiSenso submitted a minor subdivision application for 50 Ravine Avenue. The application was

denied on October 11, 2017 since the hardship was self-created and insufficient testimony to grant a C2 variance. On March 17, 2017 the Bank of America submitted an application to replace an existing drive through teller lane with a drive through ATM along with related site improvements. This application has been carried to the January 10, 2018 meeting. TD Bank submitted a plan on August 25, 2017 proposing to install 16 exterior bollards along the perimeter of the existing TD Bank at 8 Wyckoff Avenue. This application was heard at the December 11, 2017 meeting and approved.

Robert Milanese, 406 Highland Avenue, submitted an application to remove the existing garage and construct an addition to the side of the building with 4 parking spaces. This application is pending and scheduled for the January 10, 2018 meeting.

On March 8, 2017 Ridgewood Water submitted seven (7) applications to install emergency generators which will provide emergency power during power outages so Ridgewood Water can continue to provide drinking water to the area. These generators are located at the Ames, Lafayette, Lakeview, Sicomac, Vance, Van Houten and Weisch well sites and were approved on June 14, 2017.

On January 18, 2017 the Brick House submitted an application for variance approval for the construction of an 867 square foot patio in front of the existing restaurant building with access to the patio from the restaurant itself on Godwin Avenue. The Board granted this approval on April 3, 2017. On December 23, 2016 an application was submitted to perform interior alterations and improvements to the accessory barn structure at 60 Ravine Avenue with installation of a half bathroom on the first floor for use with the existing pool with a prohibition of its use as a housekeeping unit. This variance was granted at the April 2017 public hearing meeting.

During the course of the year the Planning Board reviewed and recommended to the Township Committee Ordinance #1841 to amend parking requirements for places of assembly including schools and houses of worship.

#### PLANNING BOARD ANNUAL REPORT

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Minor Subdivision	1	0	1	0	1	1	0			1	2
Preliminary major subdivision/variance	1	1	0	0	0	0	0				2
Final approval	2	1	0	0	0	0	0				
Preliminary/Final site plan/variances	0	0	1	1	0	4	1	1			
Amended site plan	2	5	2	0	3	3	5	6	3	1	8
Minor site plan (soil import)								3	1	2	2
Minor site plan (fence)	4	3	4	3	4	2	0			2	1
Minor site plan (sign)											1
Informal Discussion/Conceptual	1	1	0	0	0	2	1	1			1
Other: Ordinance Review	2	2	0	8	2	5	2	3	3	5	1
Lot Consolidation	1	0	2	0	0	0	0			0	0
Extension of time	0	1	0	0	0	0	0			0	0
<b>TOTAL</b>	<b>13</b>	<b>14</b>	<b>10</b>	<b>12</b>	<b>10</b>	<b>17</b>	<b>9</b>	<b>14</b>	<b>7</b>	<b>11</b>	<b>17</b>

**WYCKOFF BOARD OF ADJUSTMENT  
2017 ANNUAL REPORT  
"THE YEAR IN REVIEW"**

	APPLICATIONS WITHDRAWN	DENIED	APPLICATIONS APPROVED
BULK VARIANCE	1	0	32*
HEIGHT VARIANCE	0	0	0
IMPERVIOUS COVERAGE VARIANCE	0	0	0
USE VARIANCE	0	0	1
DEVIATION FROM CONDITIONAL USE & AMENDED SITE PLAN	0	0	0
EXPANSION OF A NON-CONFORMING USE	0	0	0
SITE PLAN	0	0	0
SIGN VARIANCE	0	0	0
APPEALS	0	0	0
TOTAL APPLICATIONS	0	0	33

**Commentary:**

The Christian Health Care Center "Vista" application was deemed complete August 20, 2009. Testimony began on December 13, 2010 and 9 special hearings were conducted in 2011. This application continued into 2012 with 8 special hearings to accomplish a thorough and complete review. This application continued into 2013 with 2 additional special hearings. The Board unanimously approved the Vista application on March 4, 2013 with the entire building to be built of non-combustible materials. On December 8, 2014 a special meeting was held to amend the previous variance and site plan resolution adopted by the Board of Adjustment on May 13, 2013. The application amends the prior approval to provide for a reduction of building coverage in Wyckoff & Hawthorne and a reduction of impervious surface in Wyckoff & Hawthorne. The applicant is also seeking an adjustment of the construction materials required in the Wyckoff resolution of approval. After testimony was presented the Board bifurcated the vote and voted no for the use of combustible material. The Board unanimously agreed to carry the second part of this application to the January 15, 2015 public hearing meeting. Special meetings were scheduled for March 2, 2015; March 9, 2015 and April 29, 2015. The Board hired an Independent fire engineer consultant to analyze the CHCC site plan after Mr. John Horton, Senior Fire Protection Consultant with Jensen Hughes, gave his testimony for the CHCC. The consultant, Mr. Gary Montroy, testified that what the CHCC is proposing for the Vista is in compliance with the 2009 International Building Code and with the additional fire safety features that the CHCC provided, a safe building will be constructed for the safety and security of the Vista residents. The Board granted approval of this application for the Vista on April 29, 2015. In May of 2016 the Christian Health Care Center requested a two (2) year extension of time for the approval of the Vista since the Vista has not received county approvals both in Passaic and Bergen counties since this property is located in both the Borough of Hawthorne and the Township of Wyckoff. According to Wyckoff Ordinance, Chapter 46-23 it states that a one (1) extension can be requested. At this time the applicant is requesting a two (2) extension. The Board unanimously granted a one (1) year extension of time until June 30, 2017. On May 18, 2017 a second one (1) year extension of time was granted.

On February 3, 2017 the Christian Health Care Center (CHCC) submitted an application for a use variance and amended site plan approval in order to install an air conditioning chiller in the existing court yard at Heritage Manor East. On March 16, 2017 the Board approved this application.

\* Of the 32 approved bulk variance applications 13 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. One application was withdrawn.

**TOTAL APPLICATIONS SUBMITTED**

2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
29	28	24	33	21	28	39	22	47	35	33	

## **INSPECTIONS FOR SAFE BUILDINGS AND CODE COMPLIANCE**

In summary, the Building, Engineering and Health Departments are located within the same office of Town Hall and shall be hereafter identified as the Technical Department. Although they are in one location, each performs their own separate functions which are interrelated among the three disciplines.

1. The Technical Department reviewed the following number of applications and performed the following projects:

• Swimming pool applications	21
• Construction permits + updates (\$460,221 in fees collected)	1353
• New Single Family Home site plans	10
• New Buildings (includes homes, garages, cabanas)	31
• Additions	74
• Alterations	1270
• Demolitions (homes, garages, , sheds, inground pools)	20
• Zoning Permits (sheds and fences)	81
• UCC Building Inspections	1344
• UCC Electrical Inspections	1295
• UCC Plumbing Inspections	962
• UCC Fire Inspections	387
• Stormwater Management plan reviews	40
• New septic applications + re- reviews	54
• Septic system repairs	18
• Permanent Emergency Generator permits	32
• Sewer Main extensions	4
• Treatment Works applications	4
• Road opening permits	63
• Elevator Inspections	57
• Sidewalk permits	9
• Retaining wall design reviews	4
• Shade tree measurements for STC	31
• ZBA reviews and reports	32
• PB reviews and reports	8
• Continued Certificate of Occupancy	270

• OPRA Requests Researched	88
• Real Estate Sign Permits Issued	223
• Board of Health Licenses Issued	121

2. The Construction Official issued penalties to twelve (12) residential property owners amounting to \$12,450 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).
3. Continued Certificates of Occupancy permits were issued to 270 property owners (resulting in revenue of \$40,500) after an inspection was requested and performed in anticipation of a home sale. Certificate of Compliance (includes rental properties) permits were issued to 289 property owners (resulting in revenue of \$21,675).
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 tree preservation, best management practices for sanitary sewer installation and maintenance, lighting standards, vacation of Beekman Street, and permit fees.
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. The Township Engineer provided technical assistance for grant applications from NJDOT for Crescent Avenue and Open Space Grants for basketball court and roller hockey rink. Certifies completion of projects accordingly.
8. 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.
9. Health Department issues 1-3 day temporary food handling licenses for fund raiser activities typically related to special events.
10. Health Department processes and reports animal bites, approximately 3/month. Cross references animal licensing, rabies certificate status and related follow-up.
11. 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.
12. The Township Engineer negotiated the installation of the new security fencing surrounding the Town Hall Cell Tower and Generator as part of the Tenant upgrades. Concurrently, combined that effort to obtain a competitive proposal to install the new police impound fencing.
13. The Technical Department implemented general office improvements which included: Improved office lighting, security access to offices and archives and new filing cabinets. Also procured new – gently used metal filing cabinets to replace failing cardboard archive files as part of an Inter-departmental effort to eliminate potential safety hazards.
14. Maintain computerized well permits and decommission records issued by the State Bureau of Water Allocation.



14. Maintain computerized well permits and decommission records issued by the State Bureau of Water Allocation.

15. Maintain septic pumping records and collect related fees.

16. Township Engineer investigates drainage complaints and roadway hazards and coordinates action efforts with DPW.

17. Respond to structural emergencies resulting from tree falls and vehicle collisions.

18. Participates in OEM efforts for storm and disasters.

19. 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.
- 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 who repeatedly ask the same questions in 2017 did so with:
  - 92 contacts since February
  - 87 contacts since February

- 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 have to give them an additional 140% effort and walk them through the entire process which requires a significant amount of time. This year 57 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.
20. The Township Engineer completed the project of replacing the white stockade fence which was in disrepair around the cell tower at Town Hall. One of the lessees was seeking authorization to perform system upgrades. The Township Engineer encouraged fence replacement vs. repair and was able to include the area around the Town Hall emergency generator as a uniform secure area. The Township Engineer then obtained a price from the lessee's fence contractor and was able to obtain the fencing around the police department impound enclosure at 50% less than the next lowest price quote.

## **ROADS PAVED IN 2017**

### **Municipal Projects:**

Woodbury Drive  
Eastview Terrace  
Heights Road  
Merlin Place  
Wilson Place  
Covington (Fairmont to Franklin Lakes line)  
Concord  
James Way (Ackerson Ave to Ridgewood Water property)  
Cottage Road  
Mystic Court  
Oak Street  
Henry Place (half where PSE&G replaced gas main)  
Fairview (Franklin to Clinton)  
Sparrowbush Lane (area to correct drainage problem)  
Crescent Avenue (Lucas Lane to Frost Court)

### **Bergen County**

Cedar Hill Avenue (Sicomac Avenue to Lakeview Drive)  
Russell Avenue

### **PSE&G Gas Main replacements**

Woodland Avenue (Monroe to Voorhis Avenue)  
Mary Ann Lane  
Vasser Street

## **RECOGNITION FROM THIRD PARTY INDEPENDENT AGENCIES AND AWARDS ACHIEVED**

1. The Police Department was awarded the American Automobile Association's highest award, the Award of Excellence for community traffic safety. Wyckoff was one of only ten municipalities of the 98 municipalities in Bergen, Passaic, and Hudson to receive this award. 2017 was the 12<sup>th</sup> time in the last 14 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:
  - a. Platinum Award for an Excellent Safety Program (the highest award)
  - b. Achievement of the Safety Program
  - c. 2017 is the 23<sup>rd</sup> 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. In August 2017, "Safewise" rated the Township of Wyckoff as the fifth (5<sup>th</sup>) safest town of New Jersey's 566 towns. Safewise based their ratings on municipalities with populations over 10,000 and crime data filed with the FBI.
4. The Township of Wyckoff earned for the second time the Sustainable Jersey Silver Level Award from Sustainable Jersey. Wyckoff is the only Municipality of Bergen County's seventy (70) municipalities to receive this honor. Only twenty municipalities of New Jersey's five hundred sixty-six municipalities have achieved the Silver status. This is the highest award.

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

1. A new, five (5) year contract for Garbage Disposal was awarded. The solid waste of Wyckoff, Franklin Lakes and Oakland was aggregated and through advertised, sealed, competitive bidding contracts, were awarded based on discount pricing due to volume. The pricing for years 2018 through 2022 are lower than the price paid in 2012.
2. Strategic purchasing resulted in expanding the once a week curbside garbage collections to June and limiting the increase to 5%.
3. The Township entered into a five (5) year contract managing the recycling of leaves at no cost and a cost avoidance of \$600,000 per year, which would have been the cost of disposal without this contract.
4. A new two (2) year agreement with NBCUA was obtained for Sewer License Operator Service and daily monitoring and maintenance of the Township 's three (3) sanitary sewer pumping stations at a 3.2% cost increase.
5. The Township aggregated the volume of 72 fire equipment items that Wyckoff, Franklin Lakes and Oakland regularly purchase and through advertised competitive bidding, obtained prices 13% and 25% less than last year's cost.
6. The Township aggregated the volume of Wyckoff, Franklin Lakes and Oakland's firefighter medical examinations for PEOSHA compliance and our policy of School Crossing Guard medical examinations.
7. The Township, for the 8th consecutive year, aggregated 143 recreation items regularly purchased, of which 95 or 39% resulted in unit prices less than the prices paid last year.
8. See the attached Public Service Announcements issued to the local press and posted on social media accounts regarding the Township Committee's success.

PUBLIC SERVICE ANNOUNCEMENTS  
ISSUED TO THE PRESS & POSTED ON SOCIAL MEDIA  
REGARDING:

**GRANTS & SUCCESSFUL ACTIVITIES**

1. Wyckoff launches *new Web Site*.
2. Wyckoff wins the *Award of Excellence for Community Traffic Safety*.
3. Wyckoff achieves the *"Platinum Certificate of Achievement"* and a **\$2,500 grant to be used for safety** from the Bergen County Joint Insurance Fund. Three employees and the Township Committee received "special recognition for their safety efforts" – the Township Committee for encouraging safety, Laura Leonard, Nancy Cole, Elaine Booth and Krista Hussey.
4. Wyckoff was rated the *5<sup>th</sup> Safest Town in New Jersey*.
5. Both a *Fall and a Spring personal paper shredding event* were provided without cost to residents and staffed by volunteers. Six (6) tons of personal papers were recycled.
6. Wyckoff is awarded another NJDOT Grant to continue the paving of **Crescent Avenue** between Brookside and Franklin Avenues.
7. Wyckoff applies for *Bergen County Open Space Grant to continue improvements at Russell Farms Community Park*.
8. A new *labor contract* was successfully negotiated with the **PBA** Local #261.
9. A *redesigned Friday E-Blast* (to coordinate with our new website) was launched on November 1, 2017
10. Wyckoff's creative Recyclometer, on the home page of the website, serves as an encouraging graphic reminder to reinforce recycling.

SCANNED

**Public Service Announcement  
Township of Wyckoff**

RE New Website  
Launched

For Immediate Release

For Further Information  
Call 201-891-7000

**WYCKOFF LAUNCHES NEW MUNICIPAL  
WEBSITE WITH THE LATEST TECHNOLOGY**

Wyckoff-nj.com (one of Wyckoff's sources of timely and useful municipal information) was re-launched this week with an updated, professional appearance.

Not only does it have a fresh new look, but it has improved functionality for the convenience of our residents. Some of 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.

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.

We think you will find the new site informative and helpful and urge you to click around and acclimate yourself to the new layout. Check back often for the latest news and information about township events.





# WYCKOFF

## NEW JERSEY

Garden Town in the Garden State

- About Wyckoff
- Government
- Municipal Records
- Request a Service
- How Do I...?

Trending Searches: permits | voting | minutes | agenda

Select Language ▼

ADA Accessible

Powered by Google Translate



Search



Public Safety



Forms & Applications



Recreation & Parks



Recycling & Trash



Volunteer



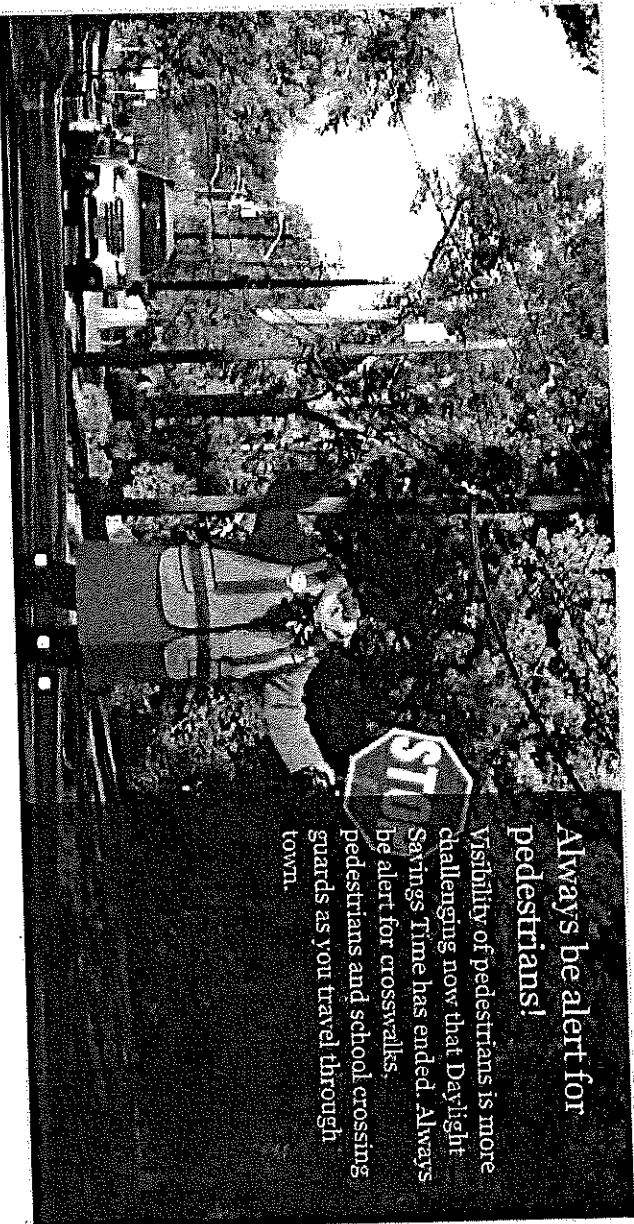
Tax/Sewer Payments



Drug Abuse Education



Subscribe E-Alerts



Always be alert for pedestrians!

Visibility of pedestrians is more challenging now that Daylight Savings Time has ended. Always be alert for crosswalks, pedestrians and school crossing guards as you travel through town.

« December »

S M T W T F S  
1 2

News

12/7/2017

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Upcoming Meetings

Planning Board Public Work Session

December 11, 2017 - 7:30pm

Planning Board Public Business Meeting

December 11, 2017 - 8:00pm

Board of Health Meeting

December 14, 2017 - 7:30pm

All upcoming events

## WYCKOFF-NJ.COM

Website Disclaimer

Legal Notices From the Clerk

Township Laws/Code

Emergency Preparedness

Site Map

## CONTACT

Contact Us

County of Bergen

State of New Jersey

Wyckoff NJ |

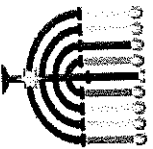


### LEAF COLLECTION UPDATE! »

Curbside collection of leaves began on Monday, October 16th. Check back here for updated information on where the leaf...

### MENORAH LIGHTING EVENT »

View the details about this event...



### SANTA COMES TO WYCKOFF »

View the schedule of Santa's stops as he travels through town...



+ VIEW ALL

## Social Media

## QUICK LINKS

Minutes & Agendas

Voting & Elections

Bids/Employment

Community Resources

New Resident Info

## CONNECT

Subscribe to E-News

Social Media Center

Emergency Alert Signup

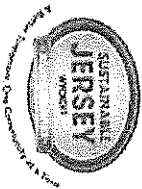


## Wyckoff New Jersey

Memorial Town Hall, 340 Franklin Avenue, Scott Plaza, Wyckoff, NJ 07481-1907 | Ph: (201) 891-7000 | Fax: (201) 891-9359

Town Hall Office Hours: M-F: 9:00 am - 4:30 pm | T: 6:00 pm - 8:00 pm

Website Disclaimer | Virtual Towns & Schools



Login

**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

For Immediate Release  
October 25, 2017

For Further Information  
Contact: Police Chief  
David V. Murphy  
201-891-2121

**WYCKOFF AGAIN WINS THE AWARD OF EXCELLENCE  
FOR COMMUNITY TRAFFIC SAFETY – THE HIGHEST AWARD FROM THE  
NORTH JERSEY AMERICAN AUTOMOBILE ASSOCIATION (AAA)**

The Township of Wyckoff was awarded the American Automobile Association's highest award, the Award of Excellence, from the North Jersey American Automobile Association for its efforts to promote traffic safety. Wyckoff was one of only ten (10) municipalities in all of 98 municipalities in Bergen, Passaic and Hudson Counties to receive this distinction. (The 12<sup>th</sup> time in fourteen years that the Township of Wyckoff has achieved this honor).

The Award of Excellence from AAA was presented to Wyckoff for its continued and consistent efforts of the Wyckoff Police Department in improving pedestrian safety throughout the community. Some of the safety programs include: safety talks with school aged children and senior citizens, demonstrations by bicycle patrol officers at schools, child safety seat inspections by certified police officers, periodic reviews of crash data to review cause and make possible changes, assist school officials in working to develop and maintain safe traffic patterns in school areas, providing school crossing guards with hand held LED flashing STOP signs, reviewed school crosswalk locations and made engineering changes to improve visibility and overall safety, installed traffic delineators at numerous school and high pedestrian crosswalk locations to improve motorist awareness of the requirement to stop for pedestrians, worked with AAA personnel to present the "Otto the Auto" safety program to young children, police officers visited with children at the annual "Safety Town", organized special DWI patrols, displayed the traffic trailer at various locations to advise motorists of their speed as well as to display safety messages, trained school crossing guards in traffic safety, and distributed traffic safety literature to the community.

**SAFE DRIVING EDUCATION / ALERTS:**

The Wyckoff resident newsletter, "Municipal Update" regularly includes safety guidelines for pedestrian safety and motorists' driving carefully and safely around town. Police Chief David V. Murphy periodically issues public service announcements which address pedestrian safety, awareness of speed limits, pedestrian Halloween safety, back to school pedestrian safety and stopping for pedestrians in crosswalks. A public service announcement titled "Speed Limits vs Common Sense" reminds residents and motorists that NJ State Law requires motorists to drive at an appropriate reduced speed (meaning slow down) when – approaching or crossing an intersection, approaching a curve in the road, approaching a hillcrest, driving on snow, ice or wet pavement and nearing pedestrians or bicyclists.

- Road markings and school crosswalks are annually repainted and advance warning signs are posted.
- No left turn regulations on Monroe Avenue and Franklin Avenue at certain high traffic time periods.

**COMMUNICATING SAFETY MESSAGES – A MULTI-PRONG PROGRAM:**

For example, efforts to enhance community traffic safety are communicated:

- Safe driving information distributed through resident newsletters, public service announcements, Friday e-mail blasts, Facebook, Twitter and Instagram.
- Enforcement of speed limits.
- Enforcement of the law that requires motorists to **STOP** and allow pedestrians in a crosswalk to safely cross the street.

Police Chief David V. Murphy thanks all of his patrol officers for their diligent efforts. Our hard working and dedicated officers make this award happen.

Patrol officers monitor intersections for view obstructions and other hazards. Speed and traffic surveys are ongoing both with traffic counting devices and traffic enforcement measures including the Traffic Trailer Message Board. Wyckoff truly believes in the three "E's" philosophy in traffic safety – "Education, Enforcement and Engineering." The Police Department continues to look for new ways to improve safety within the Township utilizing all three principles.

## PUBLIC SERVICE ANNOUNCEMENT

For immediate release  
March 7, 2017

For further information, contact:  
Township Committee  
201-891-7000, ext. 104

The Wyckoff Township Committee announced that the Township of Wyckoff was presented with the "Platinum Certificate of Achievement – 2016 Safety Incentive Program" at the Annual Bergen County Joint Insurance Fund Safety Incentive Awards Ceremony. The Township of Wyckoff was presented with the JIF's highest award:

### PLATINUM CERTIFICATE OF ACHIEVEMENT 2016 SAFETY INCENTIVE PROGRAM AND \$2,500 GRANT

The Township of Wyckoff is a member in the consortium of municipalities who have participated in a regionalized program called the Bergen County Joint Insurance Fund to provide a program of cost effective insurance for its member municipalities.

The Platinum Safety Award was presented to the Township for its overall safety record, for achieving a low lost time frequency rate and one-hundred percent (100%) completion of JIF's 2016 Safety Incentive Program. The purpose of the Wyckoff Safety Committee is to achieve safe work areas for its employees and to encourage safety in the work place. Safety is a team effort in Wyckoff and the key ingredient is the participation of all Township employees.

As a participating member municipality, the Township has an active in-house safety committee that works to provide; a safe work environment, training to avoid employee injuries and making an effort to limit insurance costs. The Bergen County Joint Insurance Fund provides a safety incentive program. If a municipality achieves 100% completion of the safety incentive programs, it assists in limiting future insurance costs. Wyckoff was recognized for this accomplishment.

This is the twenty-third (23) consecutive year the Township of Wyckoff has been commended since joining the regional Joint Insurance Fund consortium for its compliance with the safety incentive program. The focus of the Township's safety committee is pro-active accident protection and periodic safety surveys are conducted to maintain a safe work and recreation environment on municipal property. The Township Committee is proud of Township Administrator Bob Shannon and his fellow workers. "The every day little things they do - add tremendous value for the taxpayers of Wyckoff. For example, the DPW crews are very cognizant of safety and it is reflected in their daily work functions. Safety seminars are conducted to implement work skills for employee safety as well as limit insurance costs to the taxpayers."

The Township received a dividend this year from the Bergen County Joint Insurance Fund based on its safety efforts in past years, which was used to decrease the 2017 insurance costs. Safety is also a positive fiscal operation. Since 1995, the Township of Wyckoff has received dividends amounting to \$690,744.93 from the Bergen County Joint Insurance Fund which have been used to reduce subsequent year insurance costs.

The Township's Safety Committee consists of; Bob Shannon, Township Administrator; Nancy Cole, Krista Hogue, Special Projects Assistant; David V. Murphy, Chief of Police; Tim Brock, Fire Chief; Diana McLeod, Chief Financial Officer; Joyce C. Santimauro, Municipal Clerk; Paulette Scandone, Court Administrator; Andy Wingfield, Recreation Director; Thomas Genshelmer, Construction Code Official/Building Subcode Official; Scott A. Fisher, Public Works Manager, Susan DeRosa, Tax Assessor assistant; Mark A. DiGennaro, Township Engineer and Don & Janet Healey of the Wyckoff Ambulance Corps, and Laura Leonard, Library Director.

The Township was one of eight (8) municipalities which was presented with "**SPECIAL RECOGNITION AWARDS**" in "recognition of going above and beyond in community and employee safety". For example, Laura Leonard, Wyckoff's Library Director was recognized for the procedures and risk management forms she created and utilizes for facilities usage. Krista Hussey was recognized for her efforts with community safety and disseminating useful and timely information via the Township's web site and social media accounts. Nancy Cole and Elaine Booth were recognized for their efforts disseminating relevant and seasonal safety precautions to employees. The Wyckoff Township Committee was also recognized for their efforts addressing safety measures and adopting resolutions which indemnify and protect the Township of Wyckoff.

The Bergen County Joint Insurance Fund (BCJIF) is a consortium of municipalities that have regionalized to provide their own cost effective property and casualty insurance as well as workers compensation insurance. The impetus of the regionalization effort is to avoid costly insurance premiums through risk management and safety programs. The BCJIF is regulated by the state's Department of Banking and Insurance and the New Jersey Department of Community Affairs. It is the oldest municipal joint insurance fund in the state and currently has 38 member municipalities.



SCANNED  
AD 03 2017  
RE Rated 5th  
Safest town

# WYCKOFF RATED ONE OF THE SAFEST TOWNS IN NEW JERSEY!

According to the security company, Safewise, Wyckoff was rated one of the safest cities in the State of New Jersey. The Township was ranked # 5!

Thank you to all of our police officers, volunteer members of the fire department and ambulance corps, and members of the Office of Emergency Management for keeping our community safe!

## Web Team

**From:** Township of Wyckoff <[wyckoffwebteam@wyckoff-nj.com](mailto:wyckoffwebteam@wyckoff-nj.com)>  
**Sent:** Wednesday, November 22, 2017 4:36 PM  
**To:**  
**Subject:** Timely & Useful Information about Municipal Activities & Programs

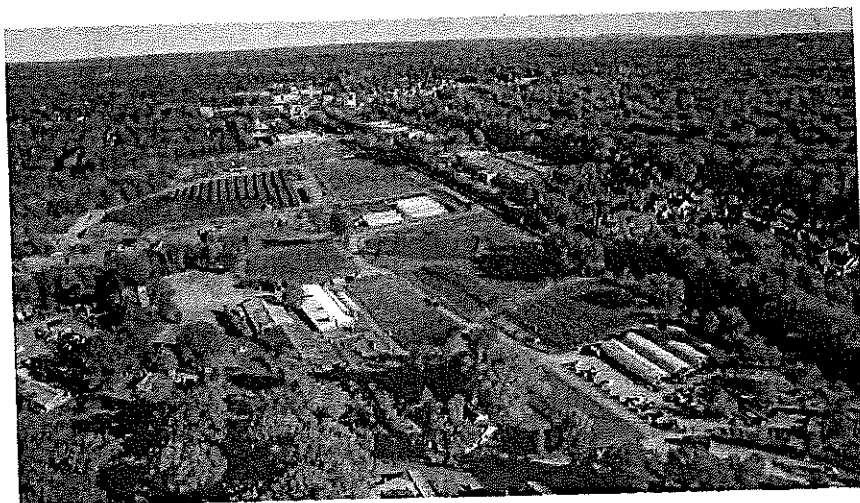


**WYCKOFF**  
*New Jersey*  
GARDEN TOWN IN THE GARDEN STATE

**WYCKOFF**  
**PROUD TO BE**  
**STIGMA-FREE**

**WEEKLY E-NEWS**

November 24, 2017



## Welcome to Wyckoff's Friday E-News!

**Upcoming Weekly Regularly Scheduled Meetings  
provided in the 2017 Municipal Calendar  
Week of November 27 - December 1:**

No regularly scheduled meetings are planned for this week.

**Town Hall will be closed on Thursday,  
November 23rd and Friday, November 24th in  
observance of Thanksgiving. Find a schedule of  
municipal services for the weekend [HERE](#).**

### QUICK LINKS:

[Where are the Leaf  
Crews now?](#)

[TOY TRAIN comes to  
Wyckoff - Donate to  
Toys for Tots!](#)

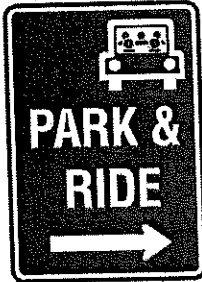
[Recycling Focus for  
the week](#)

[Municipal Alliance](#)

For additional meeting dates, please consult your 2017 Municipal Calendar or click [here](#).

[Video of the Week](#)

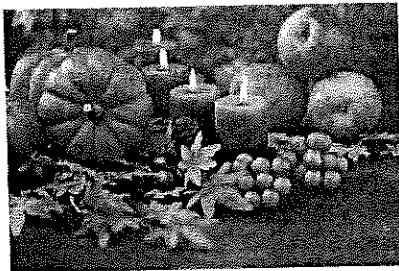
[Zabriskie House  
Events](#)



### COMMUTER PARK & RIDE - PERMIT RENEWAL

Watch your mail, as you should have received your renewal application for your Park and Ride Permit. If you did not, you can find the application [HERE](#).

*May you enjoy the food  
and the company of your  
family on this Thanksgiving  
holiday weekend.*



### Municipal Services Thanksgiving Holiday Schedule

View the holiday  
weekend schedule  
[HERE](#).



## Monday at the Movies!

**Monday, November 27th**

*This Beautiful Fantastic* (2016, PG, 102 min.) drama  
starring Jessica Brown Findlay, Tom Wilkinson, Andrew Scott,  
Jeremy Irvine.

A socially awkward woman (Jessica Brown Findlay) must renovate her garden or else face being evicted. As she works on this task, she bonds with an elderly neighbor (Tom Wilkinson) with a green thumb.



## Movies are shown at 2 pm in the Shotmeyer Room

---

Connect with the library for information on current programs:

Knitting at the Library, second Friday of each month 1:30 pm - 3:00 pm

2017 Friends of the Wyckoff Library Concert, Sunday, December 3rd at 2:00 pm

- There are plenty of activities for the kids-book discussions, story times, art & science programs. See what's happening: Children's Programming
- Check out the MakerSpace calendar for a listing of the planned activities, as well as Open Make times: MakerSpace Calendar

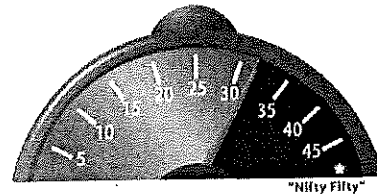
## VISIT THE LIBRARY'S WEBSITE

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### WYCKOFF RECYCLES

Wyckoff offers single-stream recycling. You can place corrugated cardboard, glass, plastics (#1-7), paper cartons, newsprint/paper and beverage & food cans all in one container for recycling. Our goal is to reach "nifty-fifty" and have 50% solid waste being brought to a landfill and 50% recycled materials processed for future use.

### WYCKOFF Recyclometer



Our recycling focus message for this week can be found [HERE](#).

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### WYCKOFF WEBELO TROOP 110,

### WYCKOFF MUNICIPAL ALLIANCE

Wyckoff Municipal Alliance to Prevent Alcoholism and Drug Abuse, exemplifies a partnership at the community level to prevent alcoholism and substance abuse.

Wyckoff is one of 90% of all municipalities in Bergen County which have active Municipal Alliances. Our Municipal Alliance is lead by Patrolman William Christopher. Each week, the Alliance provides an

Den 4, visited the Township Committee meeting on November 21, 2017. They also toured Town Hall and the Police Station and learned about recycling.

informational video which is shared with the community:

[VIEW JUUL VAPING VIDEO](#)

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## WYCKOFF PARKS & RECREATION



View information about the current Recreation Programs and learn what is coming up soon.

[Wrestling Program Information](#)

[Roller Hockey Program Information](#)

[Boys & Girls Lacrosse Program Information](#)

[Winter Chess Program Information](#)

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## WYCKOFF POLICE DEPARTMENT

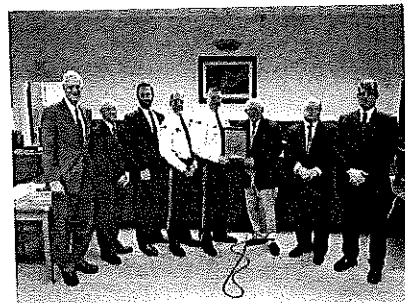
Curious about what is happening here in town? View the most recent Wyckoff Police Department Press Release:

[November 16, 2017](#)

[October 27, 2017](#)

Chief David V. Murphy presents the Township Committee with the Award of Excellence for Community Traffic Safety, the North Jersey American Automobile Association's highest award.

**Police blotter**





### **TOY TRAIN COMES TO TOWN ON DECEMBER 2ND**

The Wyckoff Volunteer Fire Department &  
the Wyckoff Police Department have  
teamed up to support the United States  
Marine Corps annual  
**TOYS FOR TOTS CAMPAIGN.**  
Donate a new toy at any of our three  
firehouses.

See Santa and the Marines at  
11:15 am on Saturday, 12/2



### ***MEALS ON Wheels: A MISSION OF CARING***

**Our impact:** Cheerfully provide a  
sense of caring and connection with  
our neighbors Monday through  
Friday including holidays.

**Our purpose:** To deliver  
nutritionally balanced meals  
prepared by the Christian Health  
Care Center to clients in Wyckoff  
who are unable to shop or cook for  
themselves. Meals are delivered  
around 12 pm each week day and  
special diets can be accommodated.

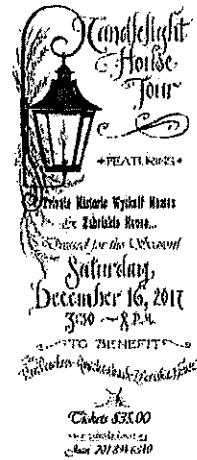
**Our volunteers:** Over 50 of your  
friends and neighbors dedicated to  
serving our community.

For information call Alma Mader at  
201-891-4840.

## Zabriskie House & Gardens

Zabriskie House  
Holiday Open House  
Saturday, December 2, 2017 from  
10:00 am to 3:00 pm  
Details [HERE](#).

Tickets will be on sale for  
Zabriskie House Candlelight Tours  
beginning November 15th.  
For more information, visit  
[Zabriskie House & Gardens](#)  
on the web!



Connect with us



*We would love to know what you think of the new format for our  
weekly e-news. We welcome your feedback.  
Feel free to email us [HERE](#) to share your thoughts.*

Township of Wyckoff | 340 Franklin Avenue, Wyckoff, NJ 07481

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**Public Service Announcement**  
**Township of Wyckoff**

For Immediate Release

RE Shredding  
Event Success

For Further Information  
Call 201-891-7000 ext. 101

**PERSONAL DOCUMENT SHREDDING EVENT**  
**A SUCCESS!**

This past Saturday, October 6, 2017, from 9:00 am to 12 Noon, the Township Committee and the Environmental Commission provided the second free event this year at which residents could drop off their personal confidential documents that were shredded and then entered the recycling stream. Many residents then drove across West Main Street and deposited their usual recyclables at the Recycling Center.

Many residents enjoyed the video display whereby residents witnessed the shredding of their documents. Approximately 110 residents deposited their personal documents which resulted in approximately 6,000 pounds or three (3) tons of shredded recycled paper.

***According to the United States Environmental Protection Agency, for every ton of paper that is recycled and re-directed into post consumer production, 17 trees are allowed to grow and are not required as raw material for the production of paper.***

Thanks to our residents who participated and to the volunteers, including our Junior Environmental Commission member, Nick Rea, who assisted our resident recyclers and contributed to a successful event.

**THE NEXT SHREDDING EVENT WILL BE IN THE SPRING!**

If you missed this event or have more personal documents that you would like to have shredded free of charge next spring, enroll for E-news on the home page of [www.wyckoff-nj.com](http://www.wyckoff-nj.com) to receive notices of next spring's event.

The Township Committee requests that residents continue to recycle and to participate in the Township's Nifty Fifty program to reduce the amount of household garbage placed at the curb by identifying recyclables to place in the user friendly single stream recycling curbside collection. Additional information is available at <http://bit.ly/2fZvxRa>.

**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

**FOR IMMEDIATE RELEASE  
JUNE 20, 2017**

**TOWNSHIP OF WYCKOFF RECEIVES ANOTHER  
NJ DEPARTMENT OF TRANSPORTATION GRANT**

The Wyckoff Township Committee has received notification from New Jersey Department of Transportation (NJDOT) that the Township of Wyckoff has been awarded a NJDOT Trust Fund Grant in the amount of \$165,627 for the resurfacing of Crescent Avenue (Section 2), in the area of Crescent Avenue from Brookside Avenue to Frost Court and then from Lucas Lane to Franklin Avenue. (The section of Crescent from Frost Court to Lucas Lane is also being improved with a NJ DOT grant this summer). The Township's success with grant applications in this extremely competitive State-wide grant program has allowed the acquisition and use of State funds for road improvements without using local taxes. The Township's engineering company, Boswell Engineering is working to obtain all NJDOT approvals and satisfy NJDOT requirements so the project can be performed and completed in the summer of 2018 before school re-opens in September 2018.

The Township has been successful in past years and has been awarded grants which funded the paving of the following municipal roads: Mountain Avenue, West Main Street and Grandview Avenue, Lawlins Road, Crescent Avenue, Monroe Avenue and Park Avenue.

This project demonstrates continuing efforts to obtain funding to allow the Township to again achieve an improvement without having to spend Wyckoff property tax dollars. Getting our fair share of our tax dollars back from the State is a high priority given the continuing efforts in Trenton to reduce municipal funding to towns like Wyckoff. In 2010, the Township of Wyckoff suffered the largest percentage of decrease in State aid of any Bergen County's 70 municipalities – 25.5% or \$373,363; this funding has not been restored 6 years later. (And a loss of State aid of \$594,911 since 2006).

The New Jersey Department of Transportation Trust Fund Grant Program requirements restrict applications to heavily traveled municipal roads which meet the following requirements; municipal roads which connect to two (2) County roads, (County roads are truck arteries and heavily traveled roads) or municipal roads which connect to another municipality and a County road, or municipal roads which are NJ transit bus routes, or municipal roads which are major routes to schools which experience extensive and consistent vehicle traffic. Seventy percent (70%) of the roads in New Jersey are maintained by municipal governments. Wyckoff has successfully utilized grant awards from this competitive State-wide grant program to keep these municipal arterial roads open and in good repair.

SCANNED

JUN 30 2017

**Public Service Announcement  
Township of Wyckoff**

SCANNED

RE Open Space  
grant

JUL 07 2017

RE Open Space Grant

For Immediate Release  
June 29, 2017

**Wyckoff Applies to Bergen County Open Space Municipal Park  
Improvement Grant Fund Program**

This week the Township Committee of the Township of Wyckoff completed and filed a 2017 application to the Bergen County Open Space Municipal Park Improvement Grant Program. This year's application proposes to enhance the passive recreation facilities at the Russell Farms Community Park, including; furnishing and installation of materials to construct a sensory garden for individuals with and without mobility challenges, furnishing and installing tables and benches with integrated table top chess boards, furnishing and planting of trees and an irrigation system to develop and maintain the green areas.

The Bergen County Open Space Trust Fund was established by the voters of Bergen County in November 1998. The Township of Wyckoff participated in the first grant application process under this new program and successfully was awarded a grant in 1999 for a roller hockey board system. The Township has applied for grants in each year of the program since 1999 and has successfully received grant funds which were used to upgrade the following recreational facilities: constructed roller hockey board system, constructed roller hockey outdoor sports lighting, reconstructed basketball courts and lighting, constructed multi-sports outdoor lighting on band shell field, reconstructed Memorial field backstop, foul line fences and player dug-outs and reconstructed the community playground and re-constructed the Township's eight public tennis courts with a complete new surface, new fencing and new energy efficient outdoor sports lighting.

**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

For Immediate Release  
December 5, 2017

For further information:  
Contact Township Committee

**TOWNSHIP COMMITTEE APPROVES NEW LABOR CONTRACT  
WITH PBA FOR 2018-2022**

The Township Committee concluded a lengthy negotiation over the past twelve (12) months which resulted in a fair and balanced agreement with PBA Local 261. The Township Committee thanks PBA Local 261 for their willingness to participate in the collective bargaining process and the Township's negotiation team of Mayor Rudy Boonstra, Township Committee member, Thomas Madigan, Police Chief David Murphy and Administrator, Robert Shannon.

The agreement achieves savings due to increased work hours and expected reductions in overtime. The agreement includes an inherent increase in hours worked and maintains the current morale the department is currently enjoying. Adjustments were also made to the longevity schedule including the elimination of longevity going forward. Although not in the agreement, a new twelve (12) hour work schedule will be introduced for most of the police officers deployed on patrol. This change will end the practice of two (2) days off per year that came with the previous work schedule. The agreement reduces the total salary dollars in 2018 and limits the salary dollars in future years through 2022 and beyond.





# WYCKOFF

## NEW JERSEY

Garden Town in the Garden State

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[Municipal Records](#)
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[How Do I...?](#)

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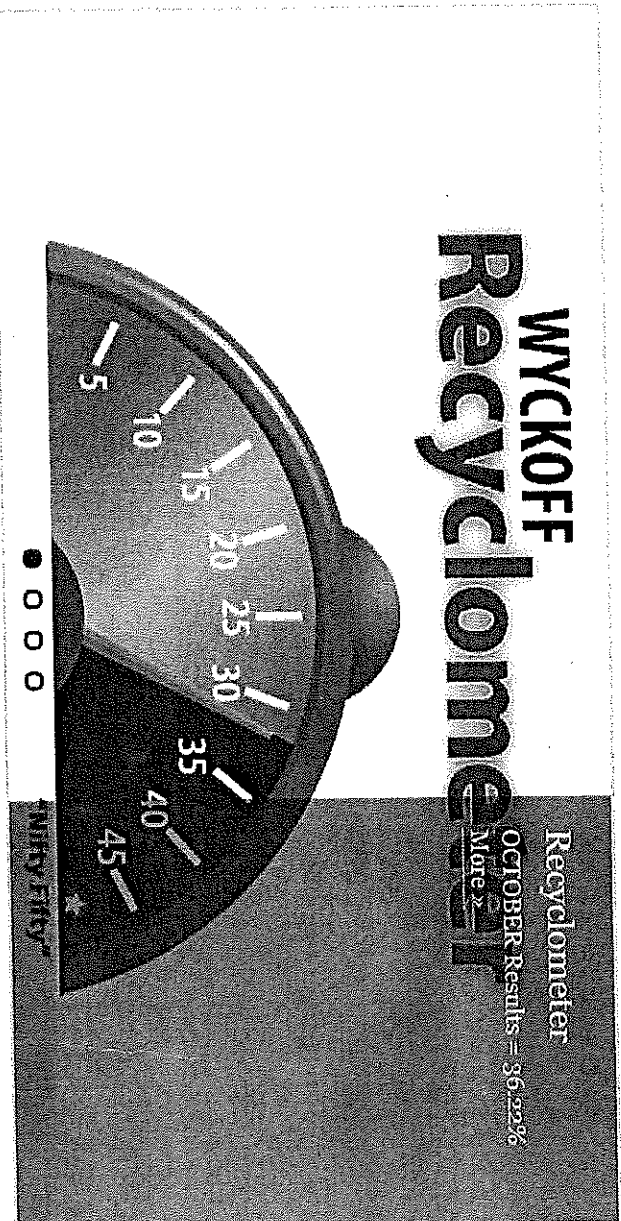
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- Drug Abuse Education
- Subscribe E-Alerts



« December »

S M T W T F S  
 1 2

News

PUBLIC SERVICE ANNOUNCEMENTS  
ISSUED TO THE PRESS & POSTED ON SOCIAL MEDIA  
REGARDING:

**SUCCESSFUL SHARED SERVICES**

1. New five year ***Solid Waste Disposal*** Contracts.
2. New five year ***Solid Waste Collection*** Contracts.
3. Cost avoidance through five year contract for ***Marketing Recycled Leaves***.
4. Cost avoidance through ***Shared Service with Northwest Bergen County Utilities Authority***.
5. Cost savings through ***WOLF Group bid for Fire Turn-Out Gear***.
6. Cost savings through ***WOLF Group bid for 72 regularly purchased Fire Department items***.
7. ***Improvements to Crescent Avenue*** completed on time.
8. Cost avoidance achieved through ***WOLF Group bid for Firefighter PEOSHA Medical Testing and the Township safety policy to Medically Test School Crossing Guards***.
9. Cost avoidance achieved through ***WOLF Group 243 Recreation Item*** bid.
10. Notice of ***new law requiring Carbon Monoxide Detectors*** in all buildings.

**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

For Immediate Release

For Further Information Contact:  
Wyckoff Township Committee

**WYCKOFF TOWNSHIP COMMITTEE AWARDS CONTRACT FOR FIVE (5) YEAR SOLID WASTE  
DISPOSAL TO ACHIEVE REDUCED PRICING BASED ON VOLUME DISCOUNT PRICING**

The Wyckoff Township Committee has adopted a resolution tonight which awards solid waste disposal contracts for years 2018 & 2019 to the lowest responsive and responsible bidder and the lowest responsive and responsible bidder for years 2020, 2021 & 2022. This contract reflects a bidding strategy which Wyckoff, as the lead agency, for the Wyckoff / Franklin Lakes / Oakland Cooperative Pricing Systems aggregated the solid waste volume from all three (3) municipalities to capture discounted pricing. The second strategy required the four (4) bidders to "sharpen their pencils" to bid their lowest price in each year since the Township of Wyckoff reserved the right to award contracts on an individual yearly basis, or overall, or any combination of years. This strategy ensured that the taxpayers would receive the benefit of the lowest price obtained from advertised sealed competitive bidding.

This is not the first time that the Township of Wyckoff has utilized strategic bidding to capture cost avoidances. In December 2012, a 2013 WOLF (Wyckoff, Oakland, Franklin Lakes) Shared Service Contract was also awarded for solid waste. A \$208,250 cost avoidance reduction or a 10% reduction over five (5) years for solid waste disposal was achieved when Wyckoff aggregated the volume of solid waste from Wyckoff, Franklin Lakes and Oakland into a single bid amount.

The cost for disposal of solid waste is 5.9% lower than the price paid in 2012 and limited to 1.36% more than the price in 2017 at \$65.38 per ton of solid waste. The price to be paid for solid waste disposal in year 2022 will be 2.23% less than paid in 2012.

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 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. For example, this year was the 9<sup>th</sup> consecutive year that the Township of Wyckoff, acting as the lead agency, developed bid specifications for 243 recreational items purchased by Wyckoff/Franklin Lakes/Oakland and through advertised sealed competitive bidding achieved savings. Ninety-Five (95) of this year's unit prices, or 39% were lower in this year's bid, compared to last year's bid. This strategy has been successfully utilized for other critical commodities and services, such as; purchases of Fire Department equipment and supplies, medical testing for firefighters, and medical testing for school crossing guards.

**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

For Immediate Release

For further information:  
Contact Wyckoff Township Committee

**TOWNSHIP COMMITTEE AWARDS NEW FIVE (5) YEAR SOLID WASTE CURBSIDE  
COLLECTION CONTRACT WHICH EXTENDS TWICE A WEEK COLLECTION FOR THE  
MONTH OF JUNE**

The Wyckoff Township Committee has adopted a resolution tonight which awards solid waste curbside disposal contracts for years 2018 through 2022 to the lowest responsive and responsible bidder. This contract reflects a bidding strategy where the Township required bidders to bid their lowest price on individual service levels, individual years, any combination of years, and on an overall basis. This strategy allowed the Township to capture the lowest possible price and exploit the advertised competitive sealed bidding for the benefit of the taxpayers.

The cost for the curbside collection of solid waste with an additional month of twice per week collection (In 2018 June, July and August will have twice per week collections) was limited to a 5% increase over the prior bidding prices (which were) competitively bid in 2012.

A five (5) year contract for every other week vegetative waste curbside collections beginning the second (2<sup>nd</sup>) week in April and continuing through the third (3<sup>rd</sup>) week of October (when the annual curbside leaf collection program begins), was also awarded. Once a week curbside collection of recyclables was also extended for five (5) years. The easy and convenient single stream recycling program continues and residents can visit the Wyckoff website, [www.wyckoff-nj.com](http://www.wyckoff-nj.com), to gauge how we are progressing as a community to reach the "nifty-fifty" (recycling 50% of the solid waste we produce by diverting recyclables from the solid waste stream through single stream recycling) by viewing our *recyclometer*, which shows the percentage of recycling to solid waste for the previous month.

**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

**FOR IMMEDIATE RELEASE  
July 6, 2017**

**WYCKOFF ACHIEVES SIGNIFICANT COST AVOIDANCE BY RECYCLING  
THE LEAVES IT COLLECTS EVERY FALL**

The Wyckoff Township Committee adopted a resolution awarding a contract to Abma Farm, Inc. to recycle the 40,000 cubic yards of leaves the Township collects every fall from the residential curbside leaf collection program. The Township realized it could avoid significant manpower and equipment costs by contracting for this service. Cost estimates to truck away the annual volume of leaves, as well as costs related to disposal fees at compost facilities would come in just under \$600,000 per year, or two (2) tax points.

Through the use of strategic purchasing, the Township contracted for this service performed on the municipal NJDEP approved compost facility. The vendor shapes the leaves into windrows, manages the leaves in windrows by shredding the leaves with a windrow turner machine. This is performed over twelve (12) months exposing the leaves in the windrow piles to additional oxygen which causes the leaves to turn into compost material. At the end of the year, the vendor removes the leaves from the municipal site to make room for the coming fall's leaves. The vendor performs this service at no cost for the Township in exchange for the leaves. The five (5) year contract avoids the increase of two (2) tax points each year.

**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

**FOR IMMEDIATE RELEASE  
August 4, 2017**

**WYCKOFF UTILIZES SHARED SERVICE AGREEMENT TO ACHIEVE COST AVOIDANCE**

The Wyckoff Township Committee adopted a resolution to authorize a shared service with the Northwest Bergen County Utilities Authority (NWBUA) located in Waldwick for; Licensed Operator services to satisfy a state mandate, daily monitoring of the Township's three (3) sewer pump stations and twenty-four (24) hour a day, seven days per week maintenance and repair service.

The Township realizes it could avoid significant staff, equipment and parts inventory costs by contracting for this service. The Township Committee approved this shared service limiting its' total increase above the existing contract costs to 3.2% spread over the next two (2) years. The Township appreciates the willingness of the NWBUA and Wyckoff representative, Christopher DePhillips to work with its' member municipalities which are served by the Authority. Wyckoff was the first municipality to enter a shared service agreement for these services approximately ten (10) years ago. (The Township utilizes two (2) other shared services with the NWBUA, one for TV inspection of sewer mains and another shared service for sewer main cleaning.)

More importantly, we hope that this effort provides an impetus for the expansion of the cooperative efforts among the Township and the Authority. 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 neighboring communities and regional entities.

**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

**FOR IMMEDIATE RELEASE  
JUNE 20, 2017**

**WYCKOFF, FRANKLIN LAKES AND OKLAND SHARED SERVICES GROUP  
POOLS ITS ANNUAL FIREFIGHTER TURN OUT GEAR NEEDS TO ACHIEVE REDUCED PRICING  
BASED ON VOLUME DISCOUNT PRICING  
(2017 COST IS 13% LESS THAN LAST YEAR'S COST)**

The Wyckoff Township Committee adopted a resolution awarding a contract for the purchase of firefighter response turn-out gear at a price 13% less than last year's price. This year, 2017, is the first year Wyckoff, Franklin Lakes and Oakland have obtained discount volume pricing through this regional bid for fire equipment. Based on this success, this procurement will be an annual procurement going forward. The WOLF 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. This bid specification followed a recent procurement for 72 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 competitive bids received and stretches its municipal tax dollar. These lowest individual unit prices are then utilized throughout 2017 for fire safety and response equipment needs of the individual fire departments in each of the three municipalities. The cost avoidance with a price of \$300 less per set of turn-out gear represents a total savings of \$8,700.

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 neighboring communities of Franklin Lakes and Oakland to effectuate purchases to obtain reduced pricing from vendors.

**TOWNSHIP OF WYCKOFF  
Public Service Announcement**

For Immediate Release  
May 23, 2017

**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  
(25% of this year's prices – lower than prices paid in 2016)**

The Wyckoff Township Committee adopted a resolution awarding contracts to eight (8) 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 72 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 ten (10) competitive bids received and stretches its municipal tax dollar. These lowest individual unit prices are then utilized throughout 2017 for fire safety and response equipment needs of the individual fire departments in each of the three municipalities. This year, 2017, is the first year Wyckoff, Franklin Lakes and Oakland have obtained discount volume pricing through this regional bid for fire equipment. Based on this success, this procurement will be an annual procurement going forward.

**This year, when the time comes to replace worn firefighting equipment, 25% of the items will cost less than we paid last year.** And 70% of the low bid prices are less than current catalog/web posted prices. 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 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. 2017 was the ninth (9<sup>th</sup>) year for the regional recreation equipment bid and resulted in 41% of the unit items being available at a cost which was less than 2015 pricing.



**TOWNSHIP OF WYCKOFF  
PUBLIC SERVICE ANNOUNCEMENT**

For Immediate Release

For further information:  
Contact Wyckoff Township Committee

**IMPROVEMENTS TO CRESCENT AVENUE COMPLETED ON TIME & UNDER BUDGET**

The current improvement project funded by the successful acquisition of a New Jersey Department of Transportation (NJDOT) \$155,500 grant to achieve drainage and road improvements known as "Improvements to Crescent Avenue – Section Two(2)" was completed under budget and on time before the re-opening of the nearby Abraham Lincoln Elementary School. These improvements were performed in the summer months after school traffic decreased between Lucas Lane and just past Frost Court.

The Township was recently notified that it was successful in obtaining a second NJDOT Trust Fund grant of \$165,627 to complete the project area of Crescent Avenue from Franklin Avenue to Brookside Avenue (Crescent Avenue becomes Bergen County route #101 from Brookside Avenue to Wyckoff Avenue). NJDOT Trust Fund grants are awarded after a competitive process based on evaluations, limited grant funds and the following criteria:

The New Jersey Department of Transportation Trust Fund Grant Program requirements restrict applications to heavily traveled municipal roads which meet the following requirements; municipal roads which connect to two (2) County roads, (County roads are truck arteries and heavily traveled roads) or municipal roads which connect to another municipality and a County road, or municipal roads which are NJ transit bus routes, or municipal roads which are major routes to schools which experience extensive and consistent vehicle traffic. Seventy percent (70%) of the roads in New Jersey are maintained by municipal governments. Wyckoff has successfully utilized grant awards from this competitive State-wide grant program to keep these municipal arterial roads open and in good repair.

The Township has been successful in past years and has been awarded grants which funded the paving of the following municipal roads: Mountain Avenue, West Main Street, Grandview Avenue, Lawlins Road, Crescent Avenue, Monroe Avenue and Park Avenue.

**TOWNSHIP OF WYCKOFF**  
**Public Service Announcement**

For Immediate Release  
February 2017

For further information:  
Contact: Wyckoff Township Committee

**WYCKOFF, FRANKLIN LAKES AND OAKLAND SHARED SERVICES GROUP  
POOLS ITS MANDATE COMPLIANCE NEEDS  
TO ACHIEVE REDUCED PRICING BASED ON VOLUME DISCOUNT PRICING**

The Wyckoff Township Committee adopted a resolution awarding a contract to Valley Health Medical Group who provided competitive prices for five (5) medical tests required for municipalities to provide to their firefighters in order to comply with Federal requirements.

The Wyckoff Township Committee also required unit item prices for examinations of our 20 school crossing guards. These examinations provide hearing and vision testing for the Township's school crossing guards to ensure that they are able to safely cross school children at school crossing posts throughout Wyckoff.

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 the bid specification. These unit prices will be utilized in 2017 and 2018.

Wyckoff has been committed to the shared service model 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 neighboring communities of Franklin Lakes and Oakland to effectuate purchases to obtain reduced pricing from vendors.

**TOWNSHIP OF WYCKOFF**  
**Public Service Announcement**

For Immediate Release  
January 14, 2016

For further information:  
Contact: Wyckoff Township Committee

**WYCKOFF, FRANKLIN LAKES AND OAKLAND SHARED SERVICES GROUP  
POOLS ITS ANNUAL RECREATION EQUIPMENT NEEDS  
TO ACHIEVE REDUCED PRICING BASED ON VOLUME DISCOUNT PRICING  
(39% of this year's prices – lower than 2015 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 243 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 243 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 2016 for equipment needs of the individual recreation programs in each of the three municipalities. This year, 2016, marks the eighth consecutive year Wyckoff, Franklin Lakes and Oakland have obtained discount volume pricing through this regional bid.

In total, of the 243 individual recreation equipment items, **95 of this year's prices or 39% 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.

SCANNED

JUL 07 2017

RE Carbon Monoxide  
Detectors

**State of New Jersey Mandates New Regulations to Require Carbon Monoxide  
Detectors in All Buildings**

On June 5, 2017, the state Department of Community Affairs adopted regulations enhancing safety by requiring the installation of carbon monoxide detectors in all buildings, including schools, where there is any chance of CO (carbon monoxide) build-up. Compliance is required by early September 2017, 90 days after the adoption of the regulations.

The regulations implement a statute enacted in November 2015, which expands the requirement for CO detectors to all multi-unit private structures, as well as commercial and public buildings including schools.

Called the "Korman and Park's Law," the statute, N.J.S.A. 52:27D-123(f), is named for Noel Korman, a champion skateboarder, and his friend Alice Park, who were victims of carbon monoxide poisoning in a Passaic building that contained multiple art studios and rehearsal spaces.

Effective September 3, 2017, the requirement has been expanded for carbon monoxide detection equipment to now be installed in all existing and in new buildings (residential, commercial, schools, public and multi-unit private structures) which contain a fuel-burning appliance or have an attached garage. Carbon monoxide detectors or alarms shall be installed in the immediate vicinity of all potential source(s) of carbon monoxide in old buildings.

For any questions or assistance on how to comply, Wyckoff businesses can contact Fire Marshal Fred Depken at 201-891-7000 ext. 302.

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

4. The Administrator reminded all governing body members of the annual elected officials training provided by the Joint Insurance Fund (JIF) scheduled for Tuesday, January 23, 2018 at 6:00 in Wyckoff Town Hall for the convenience of the governing body members.

5. The Administrator reminded the governing body members that the next meeting is Tuesday, January 19, 2018 and the agenda will include: 1) an appeal by the towing operator to the suspension that Police Chief Murphy issued for overcharging motorists who have mechanical break downs while driving through Wyckoff; 2) a presentation by Saint Nicholas Greek Orthodox Church in appreciation to the Wyckoff Volunteer Ambulance Corp; and 3) the Administrator reminded all governing body members that the work session meetings will start at 7:00 pm not 7:30 pm in 2018 so work session items can be thoroughly vetted.

6. The Administrator indicated that with regard to the precision of the noon Reorganization meeting today the three (3) governing body members who have been recently elected will sit in the audience. The first item of business, after call to order, reading of the Open Public Meetings Act and the Pledge of Allegiance will be the Administration of the Oath of Office to each newly/re-elected governing body member who will then take their place on the dais. Joyce Santimauro has reserved seats for the governing body families.

7. The Administrator displayed the 2018 municipal calendar entitled "Keep Calm and Recycle On", which was mailed to all Wyckoff post office boxes and Wyckoff homes last Thursday before the January 1<sup>st</sup> date. The Administrator described the calendar as a grand tour of recycling matters from an explanation of recycling markets, to how residents can assist in the development of the recycling markets by buying commodities that are only packaged in recyclable products while encouraging residents to recycle at home at work and with their whole family.

**2017 Mayor's Remarks**

Mayor Boonstra wished everyone a Happy New Year and that he was looking forward to 2018. The Mayor commented on the report by Bob Shannon that is full of accomplishments, namely a few: a new web site, a tree preservation ordinance, the 2017 budget was developed with a \$7.80 increase, a new fire pumper apparatus was delivered in 2017, the final appeal of the Shop Rite land use approval was adjudicated and construction began, the Township paved 18 streets and the commuter parking lot, the Township realized savings through its safety committee, the Township Committee was so impressed with the workings of the safety committee that in 2018 one of its members will serve as a liaison to the safety committee, we have upgraded fire house #1 with a new roof and men's bathroom, the police department implemented a new electronic ticket program and a new process was adopted for hiring and promoting police officers, a new 12 hour work shift was implemented for the police department as well as a new labor agreement, our clerk's office successfully completed an avalanche of OPRA requests in 2017, the township was able to participate in the delivery and assist Con Edison with the delivery of two (2) large emergency generators, security improvements were implemented in the tax collection office, the Township Committee thanked Bob Shannon for his work filling in when our clerk was out of the office convalescing and we are very happy to have Joyce back, John Carolan did a fantastic job with a lot of these improvements as well.

Committeeman Scanlan said that he has received several compliments on the municipal calendar.

PAGE NO.

**TOWNSHIP OF WYCKOFF  
TOWNSHIP COMMITTEE SINE DIE MEETING  
CONTINUED MEETING OF DECEMBER 19, 2017  
MUNICIPAL COURT ROOM  
MONDAY, JANUARY 1, 2018 – 11:00 A.M.**

Mr. Madigan stated that Marsha Stoltz from the Suburban News is in the audience today and thanked Mayor Rudy Boonstra. Mr. Madigan said that when he thinks of Rudy he thinks of dedication, Rudy has a long legacy of serving our community as does his family. Rudy Boonstra has served the k- 8 School Board, the Regional High School Board, the Zoning Board of Adjustment, the Township Committee and the Volunteer Fire Department.

Mr. Shanley thanked Rudy Boonstra for his efforts as Mayor, he especially thanked him for handling contentious public meetings with contentious public comments. Mr. Shanley said Rudy took care of matters professionally and with a lot of class. Mr. Shanley also indicated that at the recent Zoning Board of Adjustment meeting one application was approved that included a very old home on Godwin Avenue, that was approved with a 5 to 2 vote to provide an extension off the back. Although it's not a historical structure it is an older home in Wyckoff and the Board of Adjustment did a good job in maintaining the historical look of the home while allowing the property owner to expand it for modern amenities.

Motion: Timothy Shanley; Second: Brian Scanlan  
All voted in favor of adjourning the Sine Die meeting at 11:20 am.

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Mayor Rudolf Boonstra

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Joyce C. Santimauro, Municipal Clerk