

**TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE OPEN WORK SESSION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
TUESDAY, OCTOBER 16, 2018 – 7:00 P.M.**

Mayor Brian D. Scanlan opened the Open Work Session Meeting at 7:00 p.m. in the second floor municipal court room.

Municipal Clerk Santimauro read the Open Public Work Session statement: "This Open Public Work Session Meeting of the Wyckoff Township Committee is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of meetings. A copy of said Annual Schedule has been posted on the Bulletin Board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers."

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

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

Absent: Committeeman Thomas J. Madigan

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

Mayor Scanlan opened the meeting for the ten (10) minute public comment period, two (2) minutes per speaker for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Township of Wyckoff, with a motion from Committeeman Shanley, seconded by Committeeman Boonstra.

There was no public comment.

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

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

The Administrator advised that the 8:00 p.m. Agenda is as presented. However, the Municipal Clerk received a request today from the Wyckoff Family YMCA to place temporary signs promoting their fundraiser, "Holiday Marketplace." The governing body agreed to add this request to the agenda.

Policy Action Items:

1. The Township Committee Newsletter lists the upcoming events in Wyckoff specifically, the Annual "Shredfest" and Drug Drop Off will take place on Saturday, October 20, 2018. Volunteers are needed.
2. A draft ordinance to modify Chapter 183, water emergencies has been prepared by the Township Attorney in accordance with governing body instructions from the last meeting. This ordinance is listed on this evening's agenda for introduction.
3. A letter was received from a resident requesting the Township Committee's assistance to obtain additional commuter buses from Coach USA, the New Jersey Transit franchised carrier to service the commuter park and ride. Mayor Scanlan had an opportunity to contact the representative from Coach USA today who explained the bus carrier was having difficulty hiring bus drivers. Coincidentally, Mayor Scanlan was listening to a radio program today where it was revealed that wages have

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increased 10% due to the difficulty in securing bus drivers. The governing body discussed this request and determined to send a letter to Coach USA and New Jersey Transit. Mayor Scanlan volunteered to draft the letter. Committeewoman Rubenstein suggested that the Township Staff conduct a quick survey to determine what other options are available in area municipalities which would allow non-residents to access a commuter bus to New York City since many new residents may not be familiar with such options.

4. The resolution requested at last meeting from resident Harriet Shugarman regarding the construction of a North Bergen Liberty Generating gas fired power plant. Ms. Shugarman's resolution is in opposition to the construction of such a power plant. Township Committee members requested this resolution request be carried to next week for further review.
5. Mr. Shannon advised the governing body that the next business meeting will be conducted on Monday, November 5, 2018. Planner McKenzie is expected to provide the governing body with zoning ordinances required for introduction so the Township can comply with its' preliminary approval from the court in the affordable housing matter. Committeeman Shanley asked the Township Attorney if a time extension could be obtained. Mr. Landel replied that may be possible however, he would rather have the ordinances introduced and then request an extension if need be.

Township Committee Reports:

Timothy Shanley:

1. Last evening, Mr. Shanley attended the Wyckoff Parks and Recreation Advisory Board Meeting. Tryouts for the travel baseball programs were completed and a third party independent evaluation team was utilized to select the players. Also, residents who play pickle ball attended the meeting and requested two (2) additional pickle ball courts to be painted or superimposed over the tennis courts.
2. Mr. Shanley met with Committeewoman Rubenstein and representatives from the Torpedoes last evening to discuss whether they would be interested in contributing financially to the artificial turf effort for Memorial Field.
3. Mr. Shanley attended the Planning Board Meeting and commented that Planner McKenzie executed a very effective job in providing a thorough explanation regarding the matters the Planning Board was considering.
4. Mr. Shanley thanked his Township Committee colleagues for attending the Bergen County Open Space Advisory Board Meeting on Wednesday, October 3, 2018. He also thanked Mayor Scanlan for the presentation and Mr. Shannon as well.
5. Mr. Shanley attended the Wyckoff Education Foundation Fundraiser on Friday, October 12, 2018 and commended his fellow trustees for their diligent effort which raises funds for the K-8 school district.
6. Mr. Shanley attended the Ridgewood Water Q & A Forum at the Wyckoff Library. Unfortunately, very few residents took advantage of this opportunity to ask pertinent questions of Ridgewood Water. However, Mr. Shanley pointed out that Ridgewood Water has the ability with their "smart meters" to search the time of day or day of the week when water

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usage spikes to help residents to remedy a water leak or water volume usage.

Mayor Scanlan attended the Q & A Forum in Glen Rock and that session also had very few Glen Rock residents.

7. Mr. Shanley attended the Wyckoff Volunteer Fire Department Ladies Auxiliary Annual Fish & Chips Dinner and commended the ladies for organizing a delicious fundraiser.
8. This evening, Mr. Shanley conducted a tour of Town Hall with fifth grade Webelos Scouts from Pack 10 – Den 3. These scouts are working on their Arrow of Light Achievement. Mr. Shanley thanked Mr. Shannon for his assistance speaking to the scouts regarding citizenship.

Melissa Rubenstein:

1. Ms. Rubenstein congratulated two (2) women, Jennifer Bahadusian and Dena Colello and the trustees of the Wyckoff Education Foundation for providing an enjoyable and entertaining evening at the Wyckoff Education Foundation Gala on Friday, October 12, 2018.
2. Ms. Rubenstein and her family attended the Ladies Auxiliary “Fish Fry” on Saturday, October 13, 2018. It was a very enjoyable fundraiser and Ms. Rubenstein’s children enjoyed eating in a fire house.
3. Ms. Rubenstein has provided a suggestion for an appointment for the Alternate #2 position on the Wyckoff Board of Health. The resident will submit a Volunteer Application for governing body consideration.
4. On Saturday, October 20, 2018 the Wyckoff K-8 School District has scheduled an event to assist in initiating a new mission statement with the use of an outside consultant.
5. The Sicomac Elementary School has been awarded a STEM Grant from the New Jersey Board of Public Utilities.
6. The Design Review Advisory Board Meeting is scheduled for Monday, October 22, 2018.
7. Thursday, October 25, 2018 at 7:30 p.m. is the next Access for All Committee Meeting.
8. Last evening, while speaking with representatives from the Torpedoes Soccer Club, Ms. Rubenstein reported they are working on a program that would include soccer instruction and play for children with special needs.
9. The meeting with representatives of the Torpedoes Soccer Club is another example of working on a path forward. Hopefully, the Torpedoes will financially support the artificial turf field effort.
10. The Filming Subcommittee of Ms. Rubenstein and Committeeman Boonstra will meet tomorrow at 2:00 p.m. in Town Hall.
11. Ms. Rubenstein attended the Ridgewood Water Q & A Forum at the Wyckoff Public Library and was able to ascertain that her home had the old style water meter. Ms. Rubenstein signed up for the new water meter installation and a new Smart Meter was installed. She encourages all

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residents to call Ridgewood Water to schedule the installation of the new Smart Meter.

Rudy Boonstra:

1. The Annual Fall Leaf Collection Program conducted by the Wyckoff DPW began yesterday.
2. The Wyckoff Police Department is in the process of reviewing police officer candidates due to an announced retirement at the end of this year. Fourteen (14) candidates have passed the written exam and the senior police officer panel is conducting the interviews. The panel will select approximately four (4) to six (6) candidates and schedule an interview with the Township's Police Committee.
3. The Northwest Bergen Sewer Utilities Authority currently has an advertisement to solicit competitive bids for the sewer extension from the Wyckoff Community Park to Wyckoff Avenue to Brownstone Court. The bids are due next week and once the bids are awarded, there is sixty (60) days to perform the work. Although the Bergen County Government does not allow excavation of County roadways in the Winter months, the successful contractor will be permitted to install the sewer to service the five (5) new homes on Wyckoff Avenue known as the Meer Estates.
4. Mr. Boonstra thanked the governing body for attending the Bergen County Open Space Advisory Board Meeting and recognized Mayor Scanlan for his efforts and expertise with the application presentation.
5. The October Planning Board Meeting comprised three (3) applications for completeness review.
6. Mr. Boonstra stated that he also attended the Ridgewood Water Q & A Forum at the Wyckoff Public Library and the Wyckoff Education Foundation Gala Event on Friday, October 12, 2018.
7. The Wyckoff Historical Society conducted their "Walking Tour" on Saturday, October 13, 2018.
8. Mr. Boonstra attended the Wyckoff Ladies Auxiliary Fish & Chips Dinner Fundraiser on Saturday, October 13, 2018 and thanked the ladies for an enjoyable event.
9. Last evening, Mr. Boonstra attended a special Planning Board Meeting where the Planning Board endorsed the Housing Element and Fair Share Plan.
10. Mr. Boonstra made comment to Mayor Scanlan that he signed a letter in the Patch news outlet promoting a political candidate. He stated that a Township Committee member in that role has not endorsed such a candidate. Mayor Scanlan replied that Committeeman Boonstra did the same last year as Mayor. Mr. Boonstra stated that was in a paid political advertisement. Mayor Scanlan considered that a distinction without a difference.

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Mayor Scanlan:

1. Mayor Scanlan thanked all governing body members for attending the Bergen County Open Space Advisory Board Meeting and Bob Shannon for adding several powerful slides specifically, the amount of money Wyckoff contributes in tax dollars to Bergen County and the potential high density project that may result if the Township does not acquire this grant.
2. Mayor Scanlan attended the Buddy Walk Event at the Wyckoff Family YMCA which honored and celebrated individuals with Down Syndrome.
3. Mayor Scanlan attended the Wyckoff Education Foundation Gala Fundraiser.
4. While attending the Ridgewood Water Q & A Forum in Glen Rock, Mayor Scanlan suggested to Ridgewood Water Director Richard Calbi that the next time a similar meeting is scheduled, they conduct the forum at an event where there are many people. There were only five (5) individuals present at the Glen Rock Q & A Forum location.
5. Mayor Scanlan attended the Planning Board Special Meeting last evening regarding the presentation from Planner McKenzie concerning the Fair Share Plan and Housing Element. The meeting went well and Ms. McKenzie's presentation was extremely thorough.
6. Mayor Scanlan provided various library statistics regarding the use of the library in the last nine (9) week period. There were 26,900 visitors, 19,000 books borrowed, 43,000 total items were borrowed and 5,294 individuals participated in library programs. Kudos to the Wyckoff Public Library Staff was extended.
7. Mayor Scanlan advised that there has been no reply from Mayor Bivona to his letter regarding the walking path that Franklin Lakes is constructing behind the homes on Old Post Road. There is no reason why the walking trails should be in such close proximity to the residential properties.
8. On Friday, October 19, 2018 Mayor Scanlan, Committeeman Boonstra and the Administrator are conducting interviews of successor planners before a final recommendation to the governing body is recommended (Planner McKenzie is retiring). Committeeman Boonstra thanked the Planning Board members who attended the special meeting for their service. Mr. Shannon added that the volunteer board members should be recognized as this was the second meeting of the month they attended, their diligent efforts, the mandatory training seminars they attend and their compliance with Financial Disclosure Laws.

Administrator Report:

1. The Township Committee received notice that the Township has been awarded a Statewide Special Innovative Public Information Award from Rutgers University for its multimedia effort adopting to new recycling markets. The Administrator thanked the governing body for this team approach.
2. Mr. Shannon reviewed a lawsuit received from the parents of a child who fell from a playground apparatus at the Memorial Field Complex. There will be additional information presented to the governing body when received.

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3. The Administrator recognized Mark DiGennaro, Township Engineer for volunteering to assist the K-8 School District whereby there was a drainage dispute at Sicomac School and a neighboring property owner. Mr. DiGennaro provided his professional assistance.
4. A second order of 500 recycling barrels has been placed. Over 250 residents have requested to purchase these barrels.
5. The Township's social media followers continue to grow every month. In the last month, forty-eight (48) new individuals are following the Wyckoff Instagram account and twenty-four (24) new registrants signed up for the weekly e-news communication.
6. Meeting minutes from the Monday, October 1, 2018 Fire Truck Committee Meeting were provided for review. One of the tangential subjects raised at the meeting was the fireworks and the fact that the fire department has lost money on this fundraising event. A Township Committee discussion will be required in the future if this event is to be conducted in 2019.
7. The Administrator was pleased to report that the Township Committee received a \$48,000 grant to enhance Russell Farms Community Park. Mr. Shannon thanked the governing body for adopting the resolution endorsing the grant agreement last meeting. This allowed Mr. Shannon to complete the grant requirements and paperwork. A project team has been formed to work on this project. Committeewoman Rubenstein has volunteered to be the project team liaison.
8. A \$1,000 fine was issued by the Building Inspector to the owner of 52 Edgewood Avenue for performing work without a building permit. Work performed without a permit is the primary reason municipalities are ordered to perform costly revaluations.
9. After the process to renew the insurance for 2019 was completed, a number of questions as it relates to information technology and security were reviewed and have been converted into terms and conditions on Wyckoff's contracts and purchase orders to better protect the Township. This information was shared with the JIF Underwriters who consider this a best practice.
10. The Administrator and the Chief Financial Officer are working on the new New Jersey Paid Sick Leave law. More information will be forthcoming.
11. Mr. Shannon thanked the Township Committee and the Township Attorney for all attending the Wednesday, October 3, 2018 Bergen County Open Space Advisory Board Meeting. Mayor Scanlan and the Township Committee members were extremely effective. Having all five (5) governing body members in attendance reflects the importance this grant application is to the municipality with 100% support. Thank you letters were mailed to the fifteen (15) member advisory board's homes.
12. The DPW completed the repair of a drainage pipe at the end of Kelly Court.
13. The Administrator and Police Chief Murphy responded to a complaint after a heavy rain storm that a section of Cedar Hill Avenue (between Canterbury Lane & Maple Drive) was washing out. After observation of the area, the condition was confirmed as well as the sidewalk in disrepair. Notice was sent via the police department to the Bergen County Road Department. Bergen County responded and completed those repairs.

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Notices were sent to the property owners who are responsible for the repair of the sidewalks.

14. Mr. Shannon commented on the thank you note that was sent to Mrs. Santimauro for kindness of herself and staff in providing assistance to persons completing a raffle license. This is the type of service the Municipal Clerk's Office affords each business day.
15. A meeting was conducted last week with the members of the Glendale Avenue Project Team. Committeeman Shanley met a resident on Fox Hollow Road who provided information regarding the Glendale Pond. It was noted that the subdivision map describes the pond as a drainage retention basin. The Township continues to perform research towards a resolution of this complaint.
16. A new communication was received from the regional recycling market that the overseas recycling markets have now instituted a moisture content requirement. They are demanding that cardboard and paper have a less than 12% moisture content. The Administrator advised that a number of social media postings are under development which will focus on "Put the Lid On It" program. Wet recycling can be considered garbage if there is too much water in it and wet garbage costs more than dry garbage. The governing body may have to consider paid inspectors in next year's budget, if compliance through education cannot be achieved.
17. Two (2) grants have recently been filed – the fire department has filed a \$153,000 application for emergency digital radios with the Federal Assistance to Firefighter Program and a \$68,616 grant application to Columbia Bank has been filed for replacement SCBA Scott Air Packs. Mayor Scanlan mentioned that Police Chief Murphy and Assistant Fire Chief VanderPlaat attended a FEMA Grant Class organized in New Milford by Congressman Gottheimer. Mr. Shannon received the Power Point from that presentation and requested the fire department forward the presentation to the other fire department officers as a learning opportunity.

Township Attorney Report:

1. Mr. Landel referenced the ordinance amendment concerning water emergencies and graduated fines.
2. Planner McKenzie provided an excellent presentation at the Special Planning Board Meeting last evening. She is an expert at the pitfalls of affordable housing. Mr. Landel offered to assist with the planner replacement interviews.
3. Mr. Landel previously provided the JIF Land Use Liability Seminar on two (2) evenings. There are three (3) members of the land use board that have yet had the opportunity to attend the seminar. A third seminar will be scheduled.

The Open Work Session Meeting adjourned at 7:55 p.m.

Brian D. Scanlan
Mayor

Joyce C. Santimauro
Municipal Clerk