

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
April 27, 2020**

Mayor Hutnick called the meeting to order at 7:00PM.

Meeting was held via zoom.

Mayor Hutnick led the Pledge of Allegiance.

ROLL CALL: Alvarez, Cruz, Nardini, O’Dell, Slater, Mayor Hutnick. [all were present via zoom except for Mayor Hutnick was present]

Absent: Nasisi

Also, in attendance via zoom was Robert McBriar, Borough Attorney.

STATEMENT BY MAYOR: ‘Notice requirements of P.L. 1975, Open Public Meeting Act, NJS10:4- et.seq. have been satisfied with a schedule of all meetings, together with the time, location and agenda of same being sent to the NEW JERSEY HERALD and NEW JERSEY SUNDAY HERALD and posted on the bulletin board in the Borough Hall on January 3, 2020.’

Councilman Nardini moved Councilwoman Slater seconded motion for approval of items on the consent agenda.

CONSENT AGENDA

1. Approval of regular meeting minutes from April 13, 2020.
2. Accept for filing letter from George Harper, Mayor of Sandyston Township to elected officials.
3. Accept for filing letter from NJDOT dated April 13, 2020 to Mayor, Freeholder Director and County Executive re: Fiscal year 2021 State Aid Programs.
4. Accept for filing Hampton Township resolution in support of New Jersey Legislation adopting a vegetation management response act.
5. Accept for filing Frankford Township resolution 2020-035 prohibiting short term rentals during the public health emergency.

Upon Roll call Vote:

Yeas: Alvarez, Cruz, Nardini, Slater

Nays: None Absent: Nasisi Abstain: O’Dell

PUBLIC HEARING ON THE INTRODUCED 2020 CY MUNICIPAL BUDGET

Councilman Nardini read Mayor Hutnick will open the meeting for any comments on the introduced 2020 CY Municipal Budget.

Mayor Hutnick opened the meeting to the public for any comments on the introduced 2020 CY Municipal Budget.

No one had any comments

Mayor Hutnick closed the meeting to the public for any comments on the introduced 2020 CY Municipal Budget.

RESOLUTION 42-2020 INTRODUCE AND ADOPT AMENDING THE CY 2020 MUNICIPAL BUDGET

Councilman Nardini made a motion to introduce and adopt amending the CY 2020 Municipal Budget resolution 42-2020. Seconded by Councilwoman Slater.

Upon Roll call Vote:

Yeas: Alvarez, Cruz, Nardini, O’Dell, Slater

Nays: None Absent: Nasisi Abstain: None

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Resolution 42-2020 attached to the minutes.

RESOLUTION 43-2020 TO ADOPT THE CY 2020 MUNICIPAL BUDGET

Councilman Nardini made a motion A motion is in order to adopt the CY 2020 Municipal Budget resolution 43-2020. Seconded by Councilwoman Slater.

Upon Roll call Vote:

Yeas: Alvarez, Cruz, Nardini, O’Dell, Slater

Nays: None Absent: Nasisi Abstain: None

Resolution 43-2020 attached to the minutes.

INTRODUCTION ORDINANCE 04-2020

Councilwoman Slater made a motion to introduce an ordinance 04-2020 entitled “ORDINANCE AMENDING SALARY ORDINANCE 11-2019 OF THE BOROUGH OF OGDENSBURG.”

Public hearing will be held May 11, 2020.

Seconded by Councilman Nardini.

Upon Roll call Vote:

Yeas: Alvarez, Cruz, Nardini, O’Dell, Slater

Nays: None Absent: Nasisi Abstain: None

RESOLUTION 44-2020 AMENDING AND ADOPTING THE EMPLOYEE HANDBOOK

Councilwoman Slater made a motion to adopt resolution 44-2020 amending and adopting the Employee handbook for the Borough of Ogdensburg. Seconded by Councilman Cruz.

Upon Roll call Vote:

Yeas: Alvarez, Cruz, Nardini, O’Dell, Slater

Nays: None Absent: Nasisi Abstain: None

Resolution 44-2020

WHEREAS, the Borough of Ogdensburg (“Borough”) has heretofore adopted an Employee Handbook setting forth the various policies, procedures and benefit programs of the Borough; and

WHEREAS, from time to time the Employee Handbook is reviewed and updated as determined necessary and desirable by the Mayor and Council; and

WHEREAS, the Mayor and Council have determined that certain revisions, amendments and updates to the Employee Handbook are necessary and desirable; and

WHEREAS, such revisions, amendments and updates have been made as set forth in the attached Employee Handbook dated April 27, 2020 which is incorporated herein by reference; and

WHEREAS, the Mayor and Council desire to approve, adopt and implement the Employee Handbook, as amended, effective immediately.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ogdensburg, County of Sussex and State of New Jersey that the Employee Handbook dated April 27, 2020 and all amendments and supplements set forth therein, be and are hereby approved and adopted effective immediately upon adoption of this Resolution; and

BE IT FURTHER RESOLVED that copies of the revised Employee Handbook shall be distributed to all current and future employees of the Borough of Ogdensburg; and

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BE IT FURTHER RESOLVED that all Borough employees shall acknowledge in writing receipt of said Employee Handbook and the executed acknowledgement will be recorded in the employee's personnel file.

OLD BUSINESS

Employee Handbook- Councilwoman Slater commented this can come off now.

Robert McBriar commented he wanted to thank the Mayor and Rachel as well as Robin and Mike, for these changes and putting this together.

Mayor Hutnick thanked everyone; it is another accomplishment.

Councilwoman Slater commented two big things of mine this and the codifications.

Mayor Hutnick commented since we don't know the status of things [with the pandemic] there is no sense going over the pond stuff.

Councilwoman Slater asked are we still requiring at this moment badges. Mayor Hutnick commented no; we are not requiring anything; the pond is the only park he kept open and no body seems to be abusing it. As long as they don't it will stay open for fishing, walking and fresh air.

There was a brief discussion on the pond and fish for the pond.

Ms. Hough commented financial disclosure statement have been extended to July 31, 2020. Councilwoman Slater commented hers is already done.

Building/Grounds Differentiations – no update

Salt Shed Roof – no update

Pond Opening Day – no update

Short Term Rentals – no update

Cash Box for Life Guards – no update

Beach badges for non-resident ORA swim team members – no update

NEW BUSINESS

Financial Disclosure Statement – see above

Parks and Recreation – Councilwoman O'Dell commented we had the port a johns delivered and we ran into an issue with them putting the hand sanitizer in there for an additional cost which was more than the port a john itself. Considering covid has us shut down for the most part, we decided to have them taken back out and not have that bill as of right now.

There was a discussion on the port a johns.

There was a discussion on the Memorial Day Parade; whether or not there would be a parade.

PUBLIC SESSION

Councilwoman O'Dell moved, Councilman Cruz seconded motion to open the public session of the meeting. All were in favor.

Vera Olinski, newspaper reporter from the Advertiser asked if there were any changes in the budget from introduction.

Mike Marceau, CFO commented the only changes are we added two dollars for COVID response that was a line item the State wanted us to have. We also received more State aid; the budget actually went down from introduction to \$48.00 per year on the average household. Mr. Marceau

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told Ms. Olinski he can email her information if she would like. Mr. Marceau commented the assessed value has remained the same.

Councilman Nardini commented we have two boy scouts attending Gabe and Aligaon; he would like to call them out to see if they have any questions. They are doing one of their final requirements to get a [badge].

Gabe and Aligaon both acknowledged being at the meeting via zoom.

There being no further business from the public, Councilman Nardini moved, Councilwoman O'Dell seconded motion to close the public session of the meeting. All were in favor.

EXECUTIVE SESSION

Mayor Hutnick asked Mr. McBriar if there was anything for executive. Mr. McBriar commented nothing for executive.

PAYMENT OF VOUCHERS

Councilwoman Slater made a motion to payment of vouchers and review of department finance reports. Seconded by Councilman Nardini.

Upon Roll call Vote:

Yeas: Alvarez, Cruz, Nardini, O'Dell, Slater
Nays: None Absent: Nasisi Abstain: None

Current

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
4/28/2020	31246	Allied Oil	163.05
4/28/2020	31247	Amazon	365.84
4/28/2020	31248	Aquatic Analysts, Inc.	200.00
4/28/2020	31249	Atlantic Tomorrows Office	201.00
4/28/2020	31250	CenturyLink	1,260.90
4/28/2020	31251	CenturyLink	548.38
4/28/2020	31252	Complete Security Systems, Inc.	24.20
4/28/2020	31253	Donald Eckhardt	100.00
4/28/2020	31254	Horizon BC/BS of NJ	1,068.90
4/28/2020	31255	Horizon BC/BS of NJ	361.50
4/28/2020	31256	Horizon BC/BS of NJ	1,796.07
4/28/2020	31257	JCP&L	1,886.67
4/28/2020	31258	JPMonzo Municipal Consulting, LLC	50.00
4/28/2020	31259	Leppert Group, LLC	205.14
4/28/2020	31260	LINA	228.75

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4/28/2020	31261	Municipal Capital	119.00
4/28/2020	31262	New Jersey Herald	203.60
4/28/2020	31263	NJ League of Municipalities	35.00
4/28/2020	31264	Schenck Price Smith & King LLP	1,312.51
4/28/2020	31265	Staples Business Advantage	36.62
4/28/2020	31266	Statewide Insurance Fund	10,901.00
4/28/2020	31267	Statewide Insurance Fund	27,402.25
4/28/2020	31268	Sussex County Chief's Association	400.00
4/28/2020	31269	Township of Sparta, Police Dept.	14,461.00
4/28/2020	31270	TRI STATE PAPER & CLEANING SUPPLIES	152.60
4/28/2020	31271	Verizon Business	91.51
4/28/2020	31272	Wielkotz & Company, LLC	4,884.00
			=====
		Grant Fund	68,459.49

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
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4/28/2020	31273	Amazon	127.15
		Atlantic Tomorrows	
4/28/2020	31274	Office	276.45

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403.60

Payroll

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
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4/28/2020	1040	AFLAC	653.56
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653.56

Water Op

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
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4/28/2020	5000	Agra Environmental Services	1,200.00
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4/28/2020	5001	Amazon	7.35
4/28/2020	5002	Atlantic Tomorrows Office	32.30
4/28/2020	5003	JCP&L	636.43
4/28/2020	5004	Wielkocz & Company, LLC	1,766.00
		=====	
			3,642.08

There being no further business, Councilwoman Slater moved, Councilwoman O'Dell seconded motion to adjourn the meeting. All were in favor.

Meeting adjourned at 7:22p.m.

Robin Hough, Borough Clerk

George P. Hutnick, Mayor

BOROUGH OF OGDENSBURG

RESOLUTION TO AMEND BUDGET

Resolution 42-2020

WHEREAS, the local municipal budget for the year 2020 was introduced and approved on the 23rd of March, 2020 and
 WHEREAS, the public hearing on said budget has been held as advertised, and
 WHEREAS, it is desired to amend said approved budget, now
 THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ogdensburg, County of Sussex, that the following amendments to the approved budget of 2020 be made:

<u>RECORDED VOTE</u>	(Alvarez	(<u>Abstained</u>	(
(INSERT LAST NAMES)	<u>Ayes</u> (Cruz	<u>Nays</u> (<u>Absent</u>	(Nasisi
	(Nardini	((
	(O'Dell	(
	Slater			
Mayor Hutnick (Tie only)				

	<u>FROM</u>	<u>TO</u>
Anticipated Revenues:		
3. Miscellaneous Revenues-Section B:State Aid without Offsetting Appropriations		
Consolidated Municipal Property Tax Relief Aid	25,719.00	19,952.00
Energy Receipts Tax	164,559.00	170,326.00
Garden State Trust Fund	7,111.00	10,969.00
Total Section B State Aid without Offsetting Appropriations	197,389.00	201,247.00
Summary of Revenues:		
3. Miscellaneous Revenues		
Total Section B: State Aid without Offsetting Appropriations	197,389.00	201,247.00
Total Miscellaneous Revenues	346,524.03	350,382.03
Subtotal General Revenues	686,524.03	690,382.03
6. Amount to Be Raised By Taxes for Support of Municipal Budget		
Total Amount to be Raised by Taxes for Support of Municipal Budget	2,296,846.00	2,292,863.00
7. Total General Revenues	2,983,370.03	2,983,245.03

	<u>FROM</u>	<u>TO</u>
8. General Appropriations:		
(A) Operations Excluded From "CAPS"		
Declared State of Emergency Costs for Coronavirus Response:		
Salaries and Wages	0.00	1.00
Other Expenses	0.00	1.00
Total Other Operations- Excluded From "CAPS"		2.00
Total Operations - Excluded From "CAPS"	142,366.03	142,368.03
Detail:		
Salaries and Wages	53,550.00	53,551.00
Other Expenses	88,816.03	88,817.03
(H-2) Total General Appropriations for Municipal Purposes Excluded From "CAPS"	274,984.03	274,986.03
(O) Total General Appropriations-Excluded From "CAPS"	274,984.03	274,986.03
(L) Subtotal General Appropriations {Items (h-1) and (o)}	2,752,291.03	2,752,293.03
(M) Reserve for Uncollected Taxes	231,079.00	230,952.00
9. TOTAL GENERAL APPROPRIATIONS	2,983,370.03	2,983,245.03
Summary of Appropriations		
(A) Operations - Excluded From "CAPS"		
Other Operations	0.00	2.00
Total Operations - Excluded From "CAPS"	142,366.03	142,368.03
(M) Reserve for Uncollected Taxes	231,079.00	230,952.00
Total General Appropriations	2,983,370.03	2,983,245.03

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for her certification of the local municipal budget so amended.

It is hereby certified that this is a true copy of a resolution amending the budget, adopted by the governing body on the 27 day of April, 2020.

Certified by Robin Hough

April 27, 2020



 Municipal Clerk

SECTION 2 - UPON ADOPTION FOR YEAR 2020

RESOLUTION 43-2020

Be it Resolved by the COUNCIL MEMBERS of the BOROUGH
of OGDENSBURG, County of SUSSEX that the budget hereinbefore set forth is hereby
adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

- (a) \$ 2,292,863.00 (Item 2 below) for municipal purposes, and
- (b) \$ - (Item 3 below) for school purposes in Type I School Districts only (N.J.S.A. 18A:9-2) to be raised by taxation and,
- (c) \$ - (Item 4 below) to be added to the certificate of amount to be raised by taxation for local school purposes in
Type II School Districts only (N.J.S.A. 18A:9-3) and certification to the County Board of Taxation of
the following summary of general revenues and appropriations.
- (d) \$ - (Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy
- (e) \$ - (Item 5 Below) Minimum Library Tax

RECORDED VOTE

(Insert last name)

Mayor Hutnick (tie Only)

	Ayes	Alvarez Cruz Nardini O'Dell Slater	Nays		Abstained	
					Absent	Nasisi


SUMMARY OF REVENUES

1. General Revenues				
Surplus Anticipated		08-100	\$	140,000.00
Miscellaneous Revenues Anticipated		13-099	\$	350,382.03
Receipts from Delinquent Taxes		15-499	\$	200,000.00
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSED (Item 6(a), Sheet 11)		07-190	\$	2,292,863.00
3. AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY:				
Item 6, Sheet 42		07-195	\$	-
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)		07-191	\$	-
TOTAL AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY				\$
4. To Be Added TO THE CERTIFICATE FOR THE AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE II SCHOOL DISTRICTS ONLY:				
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)		07-191		
5. AMOUNT TO BE RAISED BY TAXATION MINIMUM LIBRARY TAX		07-192	\$	-
Total Revenues		13-299	\$	2,983,245.03

SUMMARY OF APPROPRIATIONS

5. GENERAL APPROPRIATIONS:	XXXXXX	XXXXXXXXXXXXXXXXXX
<u>Within "CAPS"</u>	XXXXXX	XXXXXXXXXXXXXXXXXX
(a & b) Operations Including Contingent	34-201	\$ 2,220,550.00
(e) Deferred Charges and Statutory Expenditures - Municipal	34-209	\$ 256,757.00
(g) Cash Deficit	46-885	\$ -
<u>Excluded from "CAPS"</u>	XXXXXX	XXXXXXXXXXXXXXXXXX
(a) Operations - Total Operations Excluded from "CAPS"	34-305	\$ 142,368.03
(c) Capital Improvements	44-999	\$ 20,000.00
(d) Municipal Debt Service	45-999	\$ 112,618.00
(e) Deferred Charges - Municipal	46-999	\$ -
(f) Judgments	37-480	\$ -
(n) Transferred to Board of Education for Use of Local Schools (N.J.S.A. 40:48-17.1 & 17.3)	29-405	\$ -
(g) Cash Deficit	46-885	\$ -
(k) For Local District School Purposes	29-410	\$ -
(m) Reserve for Uncollected Taxes	50-899	\$ 230,952.00
6. SCHOOL APPROPRIATIONS - TYPE I SCHOOL DISTRICT ONLY (N.J.S.A. 40A:4-13)	07-195	
Total Appropriations	34-499	\$ 2,983,245.03

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the 27 day of April, 2020. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2020 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Certified by me this 27 day of April, 2020, , Clerk