

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
May 11, 2020**

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

Mayor Hutnick led the Pledge of Allegiance.

**ROLL CALL:** Alvarez, Cruz, Nardini, O'Dell, Slater, Mayor Hutnick

Absent: Nasisi (arrived approximately 7:02)

Also, in attendance was Robert McBriar, Borough Attorney and Mike Vreeland, Borough Engineer.

**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."

Councilwoman O'Dell moved Councilman Cruz seconded motion for approval of items on the consent agenda.

**CONSENT AGENDA**

1. Approval of regular meeting minutes from April 27, 2020.
2. Approval of Resolution 45-2020 Municipal Court outstanding check balance in the amount of \$2.00.
3. Approval of Resolution 47-2020 Authorizing the tax collector to process third quarter "Estimated" tax bills, due August 1, 2020.
4. Accept for filing Borough of Franklin resolution 2020-33.

**Upon Roll call Vote:**

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

Nays: None Absent: Nasisi Abstain None

**Resolution 45-2020**

**WHEREAS**, Certain Accounts within the Borough of Ogdensburg Municipal Court, with outstanding check balances from checks not returned or unclaimed; and

**WHEREAS**, it is necessary to formally cancel said balances so that the unexpended balances may be returned to each respective account balance or credited to surplus;

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Ogdensburg, that the following outstanding check balances within the following checking account be canceled:

| <u>Date</u> | <u>Check #</u> | <u>Fund Name</u> | <u>Amount</u> | <u>Total</u> |
|-------------|----------------|------------------|---------------|--------------|
| 08/08/2018  | 3837           | General Account  | \$ 2.00       | \$2.00       |

**Resolution 47-2020**

**WHEREAS**, in light of the disruption caused by the coronavirus outbreak, the State delayed the adoption of the State Fiscal Year 2021 Budget to September 30, 2020; and

**WHEREAS**, the Division of Local Government Services (DLGS) cannot certify State Aid allocations to municipal budgets until State Aid Appropriations are known; and

**WHEREAS**, the DLGS cannot approve municipal budgets and the County Board of Taxation cannot certify taxes until long after the June 30, 2020 deadline to process third quarter tax bills due August 1, 2020; and

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**WHEREAS**, with an adopted 2020 Municipal Budget but without a 2020 Certified Tax Rate, the Tax Collector cannot process the final 2020 Tax Levy; and

**WHEREAS**, the DLGS “*strongly recommends*” under Local Finance Notice 2020-07 “*that municipalities prepare to issue estimated property tax bills for 2020;*” and

**WHEREAS**, the Tax Collector, in consultation with the Chief Financial Officer, computed and certified an estimated Tax Levy necessary to bill third quarter taxes due August 1, 2020 using 105% of the 2019 Tax Levy; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Ogdensburg in the County of Sussex and State of New Jersey on this 11th day of May, 2020 that the Tax Collector is hereby authorized and directed to process estimated tax bills for the third quarterly installment of 2020 taxes at an estimated rate of 3.848%; and

**BE IT FURTHER RESOLVED** that, the third quarterly installment of 2020 taxes shall not be subject to interest until the later of August 10, 2020 or the twenty-fifth (25) calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

This Resolution shall take effect immediately.

Councilman Nasisi joined the meeting.

**ADOPTION ORDINANCE 04-2020**

Councilwoman Slater made a motion to adopt Ordinance 04-2020” ORDINANCE AMENDING SALARY ORDINANCE NO. 11-2019 OF THE BOROUGH OF OGDENSBURG.”

Seconded by Councilwoman O’Dell

**Prior to final roll call, Mayor Hutnick opened the meeting to the public for any comments regarding Ordinance 04-2020.**

No one from the public had any comments.

**Prior to final roll call, Mayor Hutnick closed the meeting to the public for any comments regarding Ordinance 04-2020.**

**Upon Roll call Vote:**

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

Nays: None Absent: None Abstain None

**Ordinance 04-2020**

**WHEREAS**, from time to time, the Borough of Ogdensburg (“Borough”) seeks to review, update and amend its salary ordinances; and

**WHEREAS**, the Borough desires to amend Salary Ordinance No. 11-2019 adopted on May 28, 2019 to provide a minimum and maximum salary range for the offices of Mayor and Borough Council Member.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Borough of Ogdensburg, in the County of Sussex, State of New Jersey, that Salary Ordinance No. 11-2019 adopted on May 28, 2019 is hereby amended to provide a minimum and maximum salary range as follows:

|                | Minimum    | Maximum    |
|----------------|------------|------------|
| Mayor          | \$2,500.00 | \$4,500.00 |
| Council Member | \$2,000.00 | \$4,000.00 |

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**BE IT FURTHER ORDAINED** that all other provisions of Ordinance No. 11-2019 shall remain in full force and effect.

**BE IT FURTHER ORDAINED** that this ordinance shall take effect immediately upon proper passage and publication in accordance with law.

**RESOLUTION 46-2020**

Councilwoman Slater made a motion to adopt resolution 46-2020 fixing the salaries of certain officers and employees of the Borough of Ogdensburg. Seconded by Councilwoman O'Dell.

**Upon Roll call Vote:**

Yeas: Alvarez, Cruz, Nardini, Nasisi, O'Dell, Slater

Nays: None Absent: None Abstain None

**Resolution 46-2020**

**BE IT HEREBY RESOLVED** by the Mayor and Common Council of the Borough of Ogdensburg that the following annual salaries or other compensation for non-contract employees shall be in effect, beginning January 1, 2020.

|  |                                    |
|--|------------------------------------|
| Borough Clerk  | \$64,504.80                        |
| Administrator of Elections   | per hour \$29.79                   |
| Chief Financial Officer  | \$107,100.00                       |
| Tax Collector  | \$7,176.53                         |
| Assessment Search Officer  | \$10 per search to \$1,000 maximum |
| Tax Search Officer   | \$10 per search to \$1,000 maximum |
| Water Cashier  | per hour \$16.66                   |
| Senior Payroll Clerk   | \$46,411.02                        |
| Tax Assessor   | \$21,822.19                        |
| Municipal Court Judge  | \$10,000.00                        |
| Municipal Court Administrator  | per hour \$24.91                   |
| (\$50.00 stipend call-out)   |                                    |
| Deputy Court Administrator   | per hour \$27.06                   |
| (plus \$40 stipend call-out)   |                                    |
| Planning Board /Zoning Board Secretary/Administrator Officer                               | per hour \$18.12                   |
| Secretary to Bd. of Health/Dept. Regist. /Dept. Clerk and                                  |                                    |
| Recycling Coordinator  | per hour \$18.47                   |
| (plus \$75.00 stipend for employee covering Land Use Meetings or Board of Health meetings) |                                    |
| School Crossing Guard  | per day \$51.54                    |
| Code Enforcement Officer   | \$4,125.47                         |
| Zoning Official  | \$4,125.47                         |
| Fire Official  | \$4,125.47                         |
| Emergency Management Coordinator   | \$1,500.00                         |
| Supervisor/Public Works  | \$64,328.50                        |
| Public Works Repairer No.1   | \$43,723.30                        |
| Mechanic Stipend   | \$3,000.00                         |
| Public Works Labor 1   | \$40,171.47                        |
| Public Works Labor 1   | \$38,188.80                        |
| Public Works Labor TA (part time)  | per hour minimum wage - \$20.00    |
| Emergency Snow Driver  | per hour minimum wage - \$20.00    |
| Supervising Water Plant Treatment Operator   | \$9,575.28                         |
| Head Lifeguard   | per hour minimum wage-\$13.00      |
| Lifeguard  | per hour minimum wage- \$12.00     |
| Mayor  | \$3,000.00                         |
| Council Member   | \$2,500.00                         |

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FURTHER RESOLVED, that the overtime rate for Public Works Supervisor, Assistant Supervisor and Repairers shall be calculated according to Emergency Water System Repairs and Snow Removal Policy adopted on, October 24, 2011 as amended.

FURTHER RESOLVED, that the Longevity Plan for all full-time employees of the Borough of Ogdensburg hired prior to January 1, 1996 will be paid annually on or about December 1, 2020, as follows:

|                      |    |
|----------------------|----|
| 5 years of Service:  | 4% |
| 10 years of Service: | 5% |
| 15 years of Service: | 6% |
| 20 years of Service: | 7% |

The percentage rates for longevity pay will be frozen as of January 1, 1996.

Any new hire after January 1, 1996 will not be entitled to Longevity Pay.

FURTHER RESOLVED, January first of the year the employee is hired will be used to determine years of service.

FURTHER RESOLVED, this resolution supersedes any prior resolution.

**OLD BUSINESS**

Mayor Hutnick commented we have two items on old business and they are both for Councilman Nasisi; does he want to elaborate or take them off.

Building/Grounds Differentiations – A. Nasisi  
Salt Shed Roof – A. Nasisi

Councilman Nasisi commented to leave them on there for now, he doesn't have anything new to report on those.

**NEW BUSINESS**

Mayor Hutnick asked if anyone wanted to add anything for new business.

Councilman Nasisi commented the boiler is done at the Historical Building we are going to have the oil tank removed. The frost is pretty much out of the ground and those businesses are still working they are considered essential. Councilman Nasisi explained the costs and the permits will probably be waived from the building department. He will send the quote to Robin.

Mayor Hutnick commented based on surrounding towns, news adverts and how the world is going to be mindful of social media, there seems to be issues in other towns other states where people are just getting frustrated and venting and it is causing back lash. Mayor Hutnick commented he isn't saying we have anything going on here it is just something he has been noticing as things get more and more frustrating for people that it is a way to vent. Unfortunately, we are held to a high standard than the average resident.

NJDOT Grant Applications – Mayor Hutnick/Mike Vreeland, Engineer

Mike Vreeland commented the DOT sent out their notification letter looking for grant applications for fiscal year 2021; the applications are due July 1. We need to consider which road that we would like to put in [grant applications] for.

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Mayor Hutnick asked does this have anything to do with our existing grants or are these for new grants.

Mr. Vreeland commented this is for a new grant. The Borough has a grant for Plant Street and we are working on those plans and specifications. There is a two-year period from the date you receive the notification of award of the grant to award the construction project to a contractor. Technically that has to be awarded March. The Borough has a 2020 grant for Passaic Ave. This is [the letter] for the 2021 grants and that application is due July 1<sup>st</sup>.

Mr. Vreeland commented our experience has been the best chance you get for money in the program is for money either for roadways or for roads that connect County roads or have intersection with a state highway. Those road projects score a little better in the grant review. Does the town have any streets in particular they are things they are trying to apply for? We would have to go out and take measurements to get the grant application under way to submit by the deadline.

Mayor Hutnick asked can it be for other projects besides roads.

Mr. Vreeland commented the municipal aid program has basically seven categories; bikeway, bridge preservation, pedestrian safety, quality of life roadway preservation and roadway safety. The last two applications that were filed the Borough received the grant for roadway preservation.

Councilwoman Slater asked if the Council could get a copy of the application to look at.

Mr. Vreeland commented if you would like I can print out a Pdf of what the layout of an application looks like, the type of information they look for he will email that to Robin to distribute for everyone to review.

Mayor Hutnick asked if anyone had anything else for new business.

**PUBLIC SESSION**

Councilman Nardini moved, Councilman Cruz seconded motion to open the public session of the meeting. All were in favor.

Vicki Schroder, 60 Center Street, commented she has a senior at Wallkill and she was wondering if the town would be interested in honoring our seniors with a banner or yard signs to be put on Main Street. We have about 15 or 16 seniors from Votech and Wallkill and she thought this would be a nice way to show support of the kids that are disappointed and only getting a virtual graduation. Mrs. Schroder commented she hasn't received the final numbers yet but she has started calling around getting pricing and explained.

Councilwoman O'Dell commented we are doing that as 8<sup>th</sup> grade parents for our 8<sup>th</sup> graders graduating as well and putting signs out on the hill of the school. Councilwoman O'Dell commented she is a big fan of your idea and would have know problem doing it. We went through staples and paid about \$13.99 per sign with their pictures on.

There was a brief discussion on signs representing Ogdensburg students that are graduating this year and where to place them.

Mayor Hutnick commented I think what they are looking for is if the town is willing to assist with funding for the signs.

Councilwoman Slater asked if we were allowed to.

Mayor Hutnick commented he doesn't know, he would have to look into that because he doesn't know if that falls under donations.

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Councilwoman Slater commented with FBLA we were not allowed to directly donate.

Mrs. Schroder commented if it is a funding issue maybe use some of the Ogdensburg Day money.

Councilwoman Slater commented she doesn't think funding is an issue she thinks we just have to make sure it is ok to do because it is not [for] the whole town in general it is just for specific [residents]. Councilwoman Slater commented we have to make sure we can legally fund it.

Mrs. Schroder commented if you can't she is willing to go to some of the business owners in town to ask them if they would be willing to help fund this.

Mayor Hutnick commented he will meet with the CFO and see what our options are.

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

**EXECUTIVE SESSION**

There was no executive session

**PAYMENT OF VOUCHERS**

Councilwoman Slater made a motion to review payment vouchers and review of the departmental finance reports. Seconded by Councilwoman O'Dell.

**Upon Roll call Vote:**

Yeas: Alvarez, Cruz, Nardini, Nasisi, O'Dell, Slater

Nays: None Absent: None Abstain: None

**Current**

| <u>DATE</u> | <u>CHECK #</u> | <u>PAID TO</u>                 | <u>AMOUNT</u> |
|-------------|----------------|--------------------------------|---------------|
| 5/12/2020   | 31275          | Allied Oil                     | 88.52         |
| 5/12/2020   | 31276          | Blue Diamond Disposal, Inc.    | 17,775.00     |
| 5/12/2020   | 31277          | CenturyLink                    | 39.45         |
| 5/12/2020   | 31278          | Certified Speedometer Service  | 164.00        |
| 5/12/2020   | 31279          | Chelbus Cleaning Company, Inc. | 430.00        |
| 5/12/2020   | 31280          | Finch Fuel Oil Co., Inc.       | 230.23        |
| 5/12/2020   | 31281          | JCP&L                          | 1,606.69      |
| 5/12/2020   | 31282          | Kuiken Brothers                | 73.40         |
| 5/12/2020   | 31283          | Leppert Group, LLC             | 163.14        |
| 5/12/2020   | 31284          | MGL Printing Solutions         | 290.00        |
| 5/12/2020   | 31285          | Michel Marceau                 | 15.98         |
| 5/12/2020   | 31286          | Montague Tool & Supply Co      | 339.85        |

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|           |       |  |            |
|-----------|-------|--|------------|
| 5/12/2020 | 31287 | Ogdensburg Board of Education                                | 208,562.83 |
| 5/12/2020 | 31288 | Petro-Mechanics, Inc   | 855.00     |
| 5/12/2020 | 31289 | Quandient Leasing USA, Inc.                                  | 476.46     |
| 5/12/2020 | 31290 | ReadyRefresh   | 1.99       |
| 5/12/2020 | 31291 | Schenck Price Smith & King LLP                               | 3,000.00   |
| 5/12/2020 | 31292 | Selective Insurance Company                                  | 20.00      |
| 5/12/2020 | 31293 | Staples Business Advantage                                   | 200.37     |
| 5/12/2020 | 31294 | State Treasurer  | 150.00     |
| 5/12/2020 | 31295 | The Rodgers Group, LLC                                       | 800.00     |
| 5/12/2020 | 31296 | Valley Vision Care, LLC-Franklin                             | 381.00     |
| 5/12/2020 | 31297 | Verizon Wireless   | 120.64     |
| 5/12/2020 | 31298 | W.B. Mason Co., Inc.   | 70.21      |
| 5/12/2020 | 31299 | Wallkill Valley Regional H.S.<br>Witmer Public Safety Group, | 102,172.00 |
| 5/12/2020 | 31300 | Inc.   | 651.00     |
| 5/13/2020 | 31301 | New Jersey Herald  | 96.90      |
|           |       |  | =====      |
|           |       |  | 338,774.66 |

**Dog Fund**

| <u>DATE</u> | <u>CHECK #</u> | <u>PAID TO</u>                     | <u>AMOUNT</u> |
|-------------|----------------|------------------------------------|---------------|
| 5/12/2020   | 237            | NJ Dept of Health & Senior Service | Service 17.40 |
|             |                |                                    | =====         |
|             |                |                                    | 17.40         |

**Water Op**

| <u>DATE</u> | <u>CHECK #</u> | <u>PAID TO</u>              | <u>AMOUNT</u> |
|-------------|----------------|-----------------------------|---------------|
| 5/12/2020   | 5005           | Agra Environmental Services | 60.00         |
| 5/12/2020   | 5006           | JCP&L                       | 2,038.65      |
| 5/12/2020   | 5007           | One Call Concepts, Inc.     |               |

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12.24

5/12/2020 5008 W.B. Mason Co., Inc. 7.75

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2,118.64

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

Meeting adjourned at 7:23p.m.

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Robin Hough, Borough Clerk

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George P. Hutnick, Mayor