

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
October 23, 2023**

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

Mayor Hutnick led the Pledge of Allegiance.

ROLL CALL: Alvarez, Cowdrick, DeMeo, Ruitenberg, Mayor Hutnick

Absent: Ciasullo, Poyer [arrived at 7:06pm]

Also, in attendance was Robert McBriar, Borough Attorney and Mike Marceau, CFO

STATEMENT BY MAYOR: “Notice requirements of P.L. 1975, Open Public Meeting Act, NJSA10:4-6 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 4, 2023.”

Councilman DeMeo moved Councilwoman Cowdrick seconded motion for approval of items on the consent agenda.

CONSENT AGENDA

1. Approval of Resolution 73-2023 Governor’s Council on Alcoholism and Drug abuse Fiscal Grant Cycle FY2025.
2. Accept for filing letter from Christina Marks, Clerk of the Board/Confidential Aide Re: Resolution Support of Assembly Bill No. 5548 Prohibiting the State from imposing a mileage-based user fee.
3. Accept for filing 2023 Abstract of Ratables County of Sussex, Breakdown of General Tax Rate.
4. Letter dated October 11, 2023 from NJ Department of Environmental Protection Re: Dam Safety Inspection Report for Heater’s Pond Dam.

Upon Roll call Vote:

Yeas: Alvarez, Cowdrick, DeMeo, Ruitenberg

Nays: None Absent: Ciasullo, Poyer [arrived at 7:06pm] Abstain None

EXECUTIVE SESSION MINUTES

Councilman DeMeo made a motion to adopt executive session minutes from October 11, 2023. Seconded by Councilwoman Ruitenberg.

Upon Roll call Vote:

Yeas: Alvarez, Cowdrick, DeMeo, Ruitenberg

Nays: None Absent: Ciasullo, Poyer [arrived at 7:06pm] Abstain None

REVIEW OF 2022 AUDIT

Mike Marceau, CFO explained recommendations in the back of the audit and explained page 7 results of operation for current fund and page 22 water utility and page 68 tax collection.

Mayor Hutnick commented Councilman Poyer has arrived at 7:06pm.

RESOLUTION 71-2023

Councilman DeMeo made a motion to adopt resolution 71-2023 certifying the Borough of Ogdensburg Governing Body has reviewed the 2022 audit comments and recommendations as required by N.J.A.C. 5:30-6.5. Seconded by Councilman Alvarez.

Upon Roll call Vote:

Yeas: Alvarez, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Ciasullo Abstain None

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After adoption of resolution 71-2023 the Governing Body signed the Certification of the Annual Audit Group Affidavit Form.

RESOLUTION 72-2023

Councilman DeMeo made a motion to adopt resolution 72-2023 accepting and approving the corrective action plan for the Audit Report 2022 prepared by the Borough Chief Financial Officer. Seconded by Councilman Alvarez.

Upon Roll call Vote:

Yeas: Alvarez, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Ciasullo Abstain None

OLD BUSINESS

Plan for lead line replacement report – Councilman Poyer explained all the paper work has been filled out and submitted to the State; in December/January we will do the next report and send that one in.

Basketball courts/park – Mayor Hutnick commented he spoke with the engineer today looking at the proposal and contract we have here [there is a price for lines for basketball and tennis] is factored into this quote for \$5,000 which is part of the over all cost. The engineer is trying to get a hold of the line painting company to see if there is a price difference to add pickleball courts inside the tennis courts. That is what we are waiting on; the engineer is having a difficult time getting in touch with the company.

Grant Writers – Councilman DeMeo explained everyone should have a copy of the grant writing proposal; we can put this on for the next meeting between now and then look at this if there are any questions reach out. We will advertise and see what kind of a response we get.

Hiring of Police Officers – Mayor Hutnick commented the Chief is here to discuss this. Mayor Hutnick asked Mr. McBriar about having this discussion in public.

Mr. McBriar commented if we keep the discussion generally about positions and not about individual employment.

Chief Gordon explained we put an ad out for an intergovernmental transfer for a qualified individual that would like to transfer here from a civil service town to a civil service town. Upon completion of time period that was allotted we received enquires; two of which were actual PTC to PTC equivalent and the other two were not equivalent. They were not PTC for police. The two enquiries received applications and are currently filling them out. They have several days to get back to us. At that point after field training for about a month they can go on the road as an officer. As far as the civil service list goes with the circumstances of the staffing needs that is why we went to the intergovernmental transfer process.

Mayor Hutnick asked if any council members had any questions.

Mayor Hutnick asked so the route we are taking is intergovernmental transfer. Chief Gordon commented right now yes.

Draft Ordinance Pond Badges –

Mr. McBriar commented there was an enquiry at the last meeting [regarding prohibiting hunting language]. Robin went through historic documents and it looks like that provision was changed at or about 2006. Mr. McBriar questioned if there was an action item to be followed on that or further discussion from the Council on that, amend it or change it or keep it as is. The remained of the ordinance he hasn't received any comments or questions or recommendation. It may be appropriate if there is no further discussion about the hunting component; to put the revise

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ordinance on for the next meeting as it pertained to the badges. Mr. McBriar asked if there were any further comments or guidance from the Council on that.

Mr. McBriar commented Robin perhaps we can put an action item on for the next agenda to introduce an ordinance pertaining to that chapter of the code [6] and precede with the changes that have been reviewed. At a future date if there is any further discussion regarding hunting on public property we can revisit it at that time.

School Crossing Guard – Mayor Hutnick asked Chief if we received interest from anyone. Chief Gordon explained we haven't received any applicants that are interested and this is a problem in other towns as well finding crossing guards. Chief Gordon explained we did have one candidate that was interested but they stopped and watched one morning and then said they weren't interested.

DPW Personnel – Mayor Hutnick explained he and Councilwoman Ruitenberg have been going through the applications that have come in for assistant supervisor and labor. There doesn't seem to be anyone standing out at this time with regards to having real experience. We need to make a decision; do we keep looking but we are running out of time.

Councilman DeMeo asked if any have the applicants had their CDL or plowing experience.

Councilwoman Ruitenberg commented minimal.

Councilman DeMeo asked if the person with the CDL was applying for the assistant supervisor.

Mayor Hutnick explained some of the applicants put in applications for both jobs.

Councilman DeMeo asked if there were any recommendations for at least the laborer position so we can make sure we at least have a three-man crew for plowing.

Mayor Hutnick commented he is possibly looking from within; that can be taught and he doesn't need a CDL at this time.

There was a discussion on the different trucks at DPW, which trucks require a CDL to operate and we have a current employee working on getting a CDL,

Mayor Hutnick explained he reached out to the community for spare drivers and has two or three interested.

Councilwoman Ruitenberg asked can we post something for snow plow drivers? Maybe Facebook page and/or the website.

Councilwoman Cowdrick commented since it's a labor 1, why can't we offer it to our guy that is already here.

Councilwoman Ruitenberg commented labor would be an easier position to fill right now; we can interview candidates for that position.

Mayor Hutnick explained a quote from Hayden's Service Center for \$6,446.06 to get repairs for one of the trucks. Council has to decide about the repair of the GMC with 18,000 miles on it.

Councilman DeMeo made a motion to approve the repair. Seconded by Councilman Alvarez.

Upon Roll call Vote:

Yeas: Alvarez, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Ciasullo Abstain None

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Tree issues – Mayor Hutnick explained while the engineer was in town he asked him to go over to the property on Grant to determine whether or not that tree that was there was ours or the residents. Mayor Hutnick commented he believes that the tree is ours. So, we already have a quote; we already discussed having these trees taken down.

Storm Drain Cleaning – Mayor Hutnick commented we still are determining the storm drains; the county went through this week on the County Road.

There was a discussion on the storm drains in need of repair, cosmetic repairs done last year through a grant we had, damage was this year, the concern over a barrel over a storm drain in need or repair in the President Development with Halloween in a week and we need to cover that with more than a barrel.

Property Maintenance draft ordinance from Land Use Board – Mayor Hutnick asked if everyone had a chance to review this.

Mr. McBriar explained Robin had mention this ordinance and a companion ordinance that both have to go to land use so it makes sense to do that together. He recommends having both of those ordinances on for introduction at the next meeting. If there are any comments let Robin know before that day.

NEW BUSINESS

Easement Request – Mayor Hutnick commented at the last meeting a request was put in to met the engineer at the property to take a walk. The engineer picked one day he had available and two council people went.

Councilman DeMeo commented it was him who make this request; unfortunately, on the short notice he had he couldn't. Councilman DeMeo commented he did speak to Councilman Poyer before he went up there and he was kind enough to take pictures when he toured with Councilwoman Ruitenberg. He has photos of what he was concerned about and his concern was addressed.

Mr. McBriar commented the Borough is waiting on the memo outlining the recommendations from the engineer. There is positive movement forward addressing the issues that have been raised. We are getting closer to hopefully finalizing this in some way shape or form. He will connect with the engineer and work together with Robin on the final details and hopefully have something to present to you at the next meeting.

Mayor Hutnick commented on a positive note; this first time since he was on Council Ogdensburg was nominated by Sussex County Economic Development for a potential award for our Main Street and redevelopment plans for the Borough of Ogdensburg. He went to a luncheon last Friday where we were put up against all the big towns in the area; it is the first time Ogdensburg name has been on the board. There was a write up and presentation. Mayor Hutnick explained the process of how a municipality gets nominated. The nomination shows that the town is being noticed for our hard work.

PUBLIC SESSION

Councilman DeMeo moved, Councilwoman Cowdrick seconded motion to open the public session of the meeting. All were in favor.

Steven Goff, 3 Marianne Terr. commented on the property on Glen Brook. The owner has cut the lawn several times, the building is still open at the back.

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Mayor Hutnick gave an update on the property; the owner was issued summons and has a court appearance. It is in the hands of the Courts.

Mr. Goff explained there are cats running in and out of the house.

Mayor Hutnick asked Mr. McBriar if the Borough can go on the property with it being a health hazard and risk being boarded up. Mr. McBriar explained he will look into this and any alternatives.

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

EXECUTIVE SESSION

There was no executive session.

PAYMENT OF VOUCHERS

Councilman DeMeo made a motion to review payment of vouchers and review departmental finance reports. Seconded by Councilwoman Cowdrick.

Upon Roll call Vote:

Yeas: Alvarez, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Ciasullo Abstain: None

CURRENT

DATE	CHECK #	PAID TO	AMOUNT
10/13/202	3	34006 MicroSystems-NJ.com, LLC	2,549.85
10/23/202	3	34007 Action Data Services, Inc.	105.72
10/23/202	3	34008 Airgas USA	226.56
10/23/202	3	34009 Atlantic Tomorrows Office	478.64
10/23/202	3	34010 Aurora Electrical Supply	138.41
10/23/202	3	34011 Bassani Power Equipment, LLC	201.13
10/23/202	3	34012 Campbell Supply Company of Sussex C	1,248.33
10/23/202	3	34013 Elizabethtown Gas	45.98
10/23/202	3	34014 Elizabethtown Gas	36.79
10/23/202	3	34015 Elizabethtown Gas	48.34
10/23/202	3	34016 Elizabethtown Gas	232.22
10/23/202	3	34017 Horizon BC/BS of NJ	2,420.10
10/23/202	3	34018 JCP&L	113.38
10/23/202	3	34019 JCP&L	1,787.77
10/23/202	3	34020 JCP&L	3,287.20

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10/23/202	3	34021	JCP&L	40.65
10/23/202	3	34022	JCP&L	417.06
10/23/202	3	34023	JCP&L	177.94
10/23/202	3	34024	Lame, James	542
10/23/202	3	34025	Lumen Technologies Group	125.62
10/23/202	3	34026	Mascuch, Maria	51.5
10/23/202	3	34027	New Jersey Herald	70.38
10/23/202	3	34028	Staples Business Advantage	217.78
10/23/202	3	34029	Sussex County Community Coilege	153.5
10/23/202	3	34030	Sussex County Economic Development	80
10/23/202	3	34031	Sussex County Treasurer	1,245.64
10/23/202	3	34032	Sussex County Treasurer	332,614.17
10/23/202	3	34033	Sussex County Treasurer	28,655.51
10/23/202	3	34034	Van Cleef Engineering Assoc. LLC	139
10/23/202	3	34035	Vernon Township	3,315.00
10/23/202	3	34036	Wallkill Valley Regional H.S.	92,681.50
10/23/202	3	34037	Weldon Asphalt	250.41

				473,698.08
				=====
				473,698.08
			-2,549.85 ** Voided checks issued in an earlier period	
2/13/2023	33308	MicroSystems-NJ.com, LLC		=====
				471,148.23

WATER OPERATING

DATE	CHEC K #	PAID TO	AMOUNT
10/23/202	3	5322 Agra Environmental Services	1,515.00
10/23/202	3	5323 Genserve, LLC	254.63
10/23/202	3	5324 Main Pool & Chemical Co., Inc.	750
10/23/202	3	5325 Reliable Restoration Logistics	1,684.00

			4,203.63
			=====

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4,203.63

GENERAL CAPITAL

DATE	CHEC K #	PAID TO	AMOUNT
10/23/202			
3	1191	Riverview Paving, Inc.	51,250.00
10/23/202			
3	1192	Van Cleef Engineering Assoc. LLC	6,238.50

			57,488.50
			=====
			57,488.50

GRANT FUND

DATE	CHEC K #	PAID TO	AMOUNT
10/23/202			
3	34038	Agra Environmental Services	500
10/23/202			
3	34039	New Jersey Herald	147.69
10/23/202			
3	34040	Van Cleef Engineering Assoc. LLC	556

			1,203.69
			=====
			1,203.69

PAYROLL

DATE	CHEC K #	PAID TO	AMOUNT
10/23/202			
3	1268	AFLAC	562.96

			562.96
			=====
			562.96

There being no further business, Councilman DeMeo moved, Councilwoman Cowdrick seconded motion to adjourn the meeting. All were in favor.

Meeting adjourned at 7:45p.m.

Robin Hough, Borough Clerk

George P. Hutnick, Mayor

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