

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 27, 2023**

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

Mayor Hutnick led the Pledge of Allegiance.

**ROLL CALL:** Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg, Mayor Hutnick

Absent: Alvarez

Also, in attendance was Ms. Carly Clinton, 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 regular meeting minutes from November 13, 2023.
2. Approval of Resolution 78-2023 to redeem a third-party tax sale certificate #2022-003 for 28 Lincoln Ave. Block 3.03 Lot27 to Pro Cap 8 Firstrust Bank, P.O. Box 774, Fort Washington, PA 19034.
3. Approval of Resolution 79-2023 transfer resolution 2023 budget in the amount of \$6,400.00
4. Accept for filing letter dated November 14, 2023 from Joseph Sesto, Executive Director, to all SCMUA Customers, Re; FY2024 Final Rate Schedule.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

**EXECUTIVE SESSION MINUTES**

Councilman DeMeo made a motion to approve the executive session minutes from November 13, 2023. Seconded by Councilwoman Cowdrick.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

**RESOLUTION 77-2023**

Councilwoman Cowdrick made a motion to approve Resolution 77-2023 of the Borough of Ogdensburg, County of Sussex, and State of New Jersey Granting limited non-exclusive access easement for the Benefit of Block 2, Lots 7 and 8 (Landlocked Parcels). Seconded by Councilman Ciasullo.

Ms. Clinton commented she wanted to add for this resolution that we would authorize the Clerk to insert the date of the survey once it has been received. If we can include that in.

The address was added in on the attorney’s copy. The address was given by the tax assessor. Ms. Hough commented the address is 138 – 140 Edison.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

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**OLD BUSINESS**

Plan for lead line replacement report – Councilman Poyer commented he does not have anything but he will pass it to Councilwoman Ruitenberg she has one thing to add.

Councilwoman Ruitenberg commented the survey we need to get that out, we need to update that letter with the QR code or the address we can have it done. Do we want to do that as a separate mailing or do we want to add that in with the newsletter?

Ms. Hough commented the newsletter doesn't go out until the end of March.

Councilwoman Ruitenberg commented we don't have one going out at the end of each quarter. Ms. Hough explained it is every six months, Maria is doing a mailing now for dog licenses but there are almost done and sealed. We can do a separate mailing.

Mayor Hutnick commented it might be better to do it as a separate one anyway so it doesn't get confused with other stuff.

Councilwoman Ruitenberg commented she will get that to Robin and we can update the letter.

Grant Writers – Councilman DeMeo commented the RFP is out right? Ms. Hough commented yes.

Hiring of Police Officers – Mayor Hutnick commented we are moving that to new business.

Draft Ordinance Pond Badges – Ms. Clinton commented Mr. McBriar is working with the clerk on finalizing this; it will be introduced and adopted later to come.

School Crossing Guard – Chief Gordon commented we have one application so far; we are going to set up an interview.

DPW Personnel – Mayor Hutnick commented some interviews were conducted; we will divert that to an executive session.

Storm Drain Cleaning – Mayor Hutnick commented we will be meeting with DPW to identify as many roads as he can to maximize our [grant].

Easement Request – This item can be removed.

Ms. Clinton asked if she could give an update on the easement. Ms. Clinton commented Mr. McBriar is working with Mike Vreeland on the resolution that was just approved. That is pending final approval from Mr. McBriar and Mr. Vreeland once we get the final survey and everything is re- reviewed. It is a nice resolution it is to authorize it to move forward and final review by Mr. Vreeland and Mr. McBriar.

Mayor Hutnick clarified Mike Vreeland is the town engineer.

**NEW BUSINESS**

PEOSH violations – Mayor Hutnick explained PEOSA was going around [doing inspections] he has a list of violations, some are serious and some are less serious. We have about 95 percent of these already resolved. If we have to have these resolved by December 8.

Ms. Hough explained there is one we are going to ask for an extension for and that is the fist one, citation 1 item 1.

Mayor Hutnick commented he has the list for anyone to review. Mayor Hutnick explained the violations on the list.

Alternate Route – Mayor Hutnick referred this to the Chief of Police.

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Chief Gordon commented in order to diversify our hiring capability we have to put in place an ordinance or resolution which allows a civil service town to hire an alternate route person. We are drafting the ordinance/resolution but we also have to have a conflict policy and a nepotism policy in place. Robin and Mr. McBriar are working on them. If you are not familiar on how civil service works; civil service is hiring off of a list by someone who takes a test, living in town. Alternate Route is a candidate that puts himself through the police academy on his own at his own cost he is basically a free agent. Chief Gordon explained litigation regarding civil service and alternate route and gave some examples.

Ms. Hough explained she emailed civil service and asked about procedures for alternate route and she was sent a list of procedures. On the list it says to adopt an ordinance or resolution and Mr. McBriar is checking into this whether we have to do an ordinance or resolution. Ms. Hough explained as a prerequisite to the ordinance/resolution we have to pass a conflict of interest policy which we have in our handbook and a nepotism policy. Mr. McBriar was checking into the procedure whether to adopt an ordinance or resolution.

Chief Gordon explained the law back in 2021, civil service appealed the law; which then went to the courts and that is when they came up with a compromise was as long as you are not a full PTC or no PTC you can hire the person with a promise of employment.

There was a discussion on the alternate route process, the intergovernmental transfer the Borough posted on Civil Service and the candidates that applied.

Mayor Hutnick commented he has a few things for new business; one is he asked our water operator to stop by and give us an update of our water system.

Rob Lawler, Borough's Water Operator explained the system is fairly good; we do have a couple of issues with Well 4. The frequency drive went down, he contacted the company that put it in to look at it. The cost is twelve hundred dollars for them just to come out.

Mayor Hutnick asked Mr. Lawler to explain what that part does.

Mr. Lawler explained it runs the well and how it does. Last time they came out the Borough paid around four thousand something for them to fix it. They have a new one out now that is six thousand; its four thousand eight hundred and eighty and the labor to program and install is another thousand.

Mayor Hutnick commented Well 4 needs approximately sixty-five hundred dollars in repairs.

There was a brief discussion on the age of the part and when it was repaired last.

Mr. Lawler explained the other thing is the pressure reduce valves on Edison Ave. are out again, we are running on a small tank this time. This year the company is charging six thousand five hundred and eighty nine dollars per valve; there is two of them. Every time we do this we talk about replacing the valve, he is working on getting an estimate on that. To replace a valve will be more, but it is only replacing one valve.

Mayor Hutnick commented we have two valves roughly sixty-six hundred dollars at each to repair if we do the replacement they will get rid of two valves and reduce it to one valve. Which will cost us more now but will save us later.

Mr. Lawler commented yes, it should and explained how why there is two valves and how they work together.

Councilman DeMeo commented it makes sense to get it done, do it once and get it right.

Mr. Lawler commented another small issue we have now is the heater went out in the booster tank, which is the granger heater, that heater is eight hundred and ninety-four dollars for the heater. He believes it is a motor issue but the motor itself is four hundred dollars from them. Without taking it apart and finding the motor to see if we could find it elsewhere. He

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recommends replacing the heater then pulling the old heater apart and see if we can find a cheaper motor.

Councilman Poyer asked how old is that heater. Mr. Lawler commented he is only a couple years old maybe two or three years. The problem is its high humidity area and the motor stopped working.

Mayor Hutnick commented so looking at these repairs the Edison Ave is functioning but you are going to get the price of the single. Mr. Lawler commented yes.

Mayor Hutnick commented he believes we need to go ahead immediately with the heater from the booster tank that is critical. With Well 4 is that critical?

Mr. Lawler commented if there was an issue with Well 3, you could run it manually which would create a hammer issue but it is operational.

Mayor Hutnick commented his opinion is to fix Well 4, get the heater and Edison tank we are waiting on the cost.

Mr. Marceau explained you are going to have to look at the budget; if you want to take it out of capital improvement that is an ordinance and you can't do an ordinance in one meeting so you would have to have a special meeting.

Ms. Clinton commented you should take a vote to agree.

Mr. Lawler commented there is one more issue; he noticed this morning the generator battery was dead this happens every now and then. Sometimes the breaker trips in the transfer station; when he opened it up to check it he found there was water in it so the roof is leaking and it came down the conduit, there is nothing wrong with that he reset it and let it dry out and recharged the battery but there is an issue with the roof.

Mayor Hutnick commented we will need an estimate to get that repaired.

Mayor Hutnick commented we need a quote for the Edison Tank and the Plant Street roof.

**Councilman DeMeo made a motion to approve the repairs [on well 4 and heater] and getting quotes pending on funding being resolved by our CFO. Seconded by Councilman Ciasullo.**

**Upon Roll call Vote:**

**Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg**

**Nays: None Absent: Alvarez Abstain None**

Mayor Hutnick commented the school/town tree lighting is December 6<sup>th</sup>; he needs a Council representor.

There was a discussion on which council member will represent the Town at the tree lighting.

Mayor Hutnick asked for an answer at the end of the meeting.

**ADDENDUM**

RFP Water Operator – Mayor Hutnick commented the Council wanted this. Any discussion.

Councilman DeMeo commented to send an RFP out.

Ms. Clinton commented we should do a motion.

**Councilman DeMeo made a motion to send out an RFP for water operator and request the clerk to advertise. Seconded by Councilwoman Cowdrick.**

**Upon Roll call Vote:**

**Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg**

**Nays: None Absent: Alvarez Abstain None**

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**PUBLIC SESSION**

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

Jeffery Wilson, 16 Washington Road, commented he moved in close to eight years ago; he is here for two reasons. Mr. Wilson explained last week there was a power outage due to fallen tree on a power line in Sparta; has the Council given any thought to what would happen if the power grid goes down in the Country are we doing anything about solar panels or any other means of electricity, he has a power generator but if he can't get gasoline what good is the generator. A little food for thought.

Mr. Wilson also commented on the property at the corner of Adams of 517. He was here before talking to the Council on this property. The property owner is running a business out of his house.

Mayor Hutnick explained this is being addressed by the zoning officer.

Mr. Wilson wished the Council a Happy Holiday season.

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.

Councilwoman Ruitenber commented she has a follow up question for old business that is not on the agenda; where are we with the tennis courts.

Mayor Hutnick commented it will probably be in the spring.

Councilwoman Ruitenber asked why in the spring.

Mayor Hutnick commented because he hasn't received an answer and because the engineer has not been accessible lately. We are not doing a grand opening over the winter are we.

Councilwoman Ruitenber commented no but people still use it.

Councilwoman Cowdrick commented weren't we under contract until October.

Councilman DeMeo commented we have an assignment for Mr. McBriar to look into this.

Ms. Clinton commented she will have him look into this and report back.

Councilman Ciasullo commented awhile back there was a complaint against the house on Glenbrook; it is under way of being renovated. He knows there was a complaint. It looks like it is getting done; they are working on it everyday now.

**EXECUTIVE SESSION**

Councilman DeMeo moved to go into executive session for personnel discussion, Councilman Ciasullo seconded motion to adopt the following resolution.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenber

Nays: None Absent: Alvarez Abstain: None

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WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L., 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ogdensburg, County of Sussex, State of New Jersey, as follows;

Attorney Client Privilege – Personnel discussions.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain: None

At 7:43pm the Mayor and Council went into executive session.

At 8:14pm the Mayor and Council returned from executive session.

Councilwoman Ruitenberg made a motion to offer employment for the position for a labor 1. **Seconded by Councilman Ciasullo.**

**Upon Roll call Vote:**

**Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg**

**Nays: None Absent: Alvarez Abstain: None**

Councilwoman Ruitenberg made a motion to offer employment for the position for **Assistant Supervisor in DPW, full time. Seconded by Councilman Ciasullo.**

**Upon Roll call Vote:**

**Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg**

**Nays: None Absent: Alvarez Abstain: None**

**PAYMENT OF VOUCHERS**

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

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain: None

**CURRENT**

<b>DATE</b>	<b>CHECK #</b>	<b>PAID TO</b>	<b>AMOUNT</b>
11/27/2023	34080	Allied Oil	2,131.70
11/27/2023	34081	Atlantic Communications	343
11/27/2023	34082	Brightspeed	19.9
11/27/2023	34083	Brightspeed	54.49
11/27/2023	34084	BrightSpeed	768.94
11/27/2023	34085	Brightspeed	395.02
11/27/2023	34086	Brightspeed	258.55
11/27/2023	34087	Brightspeed	63.49
11/27/2023	34088	Brightspeed	61.22

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11/27/2023	34089	Brightspeed Certified Speedometer	104.45
11/27/2023	34090	Service, Inc. Dover Brake & Clutch Co.,	176
11/27/2023	34091	Inc.	261.08
11/27/2023	34092	Elizabethtown Gas	92.03
11/27/2023	34093	Elizabethtown Gas	59.21
11/27/2023	34094	Elizabethtown Gas	89.63
11/27/2023	34095	Elizabethtown Gas	448.34
11/27/2023	34096	ESO Solutions, Inc	1,633.00
11/27/2023	34097	Horizon BC/BS of NJ IIA - Fire Department	2,420.10
11/27/2023	34098	Testing	5,024.52
11/27/2023	34099	JCP&L	113.19
11/27/2023	34100	JCP&L	1,975.60
11/27/2023	34101	JCP&L	1,308.29
11/27/2023	34102	JCP&L	400.37
11/27/2023	34103	JCP&L	102.99
11/27/2023	34104	JCP&L	841.6
11/27/2023	34105	Kuiken Brothers	87
11/27/2023	34106	Lame, James	317
11/27/2023	34107	Lumen Technologies Group My Corporate Hosting	125.62
11/27/2023	34108	Solutions, LLC	272.25
11/27/2023	34109	New Jersey Herald	66.87
11/27/2023	34110	NJ League of Municipalities	160
11/27/2023	34111	Phoenix Advisors, LLC	1,600.00
11/27/2023	34112	Sanfilippo, Joseph Schenck Price Smith & King	258
11/27/2023	34113	LLP Sussex County Municipal	3,981.85
11/27/2023	34114	Utility	117
11/27/2023	34115	Tire King Treasurer, State of New	1,980.00
11/27/2023	34116	Jersey	286.5
11/27/2023	34117	Tri-State Rentals Van Cleef Engineering	491.5
11/27/2023	34118	Assoc. LLC	1,089.00
11/27/2023	34119	Verizon Business	113.7
11/27/2023	34120	Wallkill Valley Regional H.S.	92,681.50
11/27/2023	34121	Weldon Asphalt	579.54
11/27/2023	34122	Wielkocz & Company, LLC Witmer Public Safety	14,750.00
11/27/2023	34123	Group, Inc.	17.7
			-----
			138,121.74
			=====
			138,121.74
10/11/2023	34000	UNITED ROTARY BRUSH	-818.02 ** Voided checks issued in an earlier period
			=====
			137,303.72

**GENERAL CAPITAL**

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DATE	CHECK #	PAID TO	AMOUNT
11/27/2023	1195	Van Cleef Engineering Assoc. LLC	424
			-----
			424
			=====
			=
			424

**ADMIN TRUST**

DATE	CHECK #	PAID TO	AMOUNT
11/27/2023	2201	Pro Cap 8 FBO FirstTrust Bank	1,536.53
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			1,536.53
			=====
			=
			1,536.53

**PAYROL  
L**

DATE	CHECK #	PAID TO	AMOUNT
11/27/2023	1275	AFLAC	562.96
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			562.96
			=====
			=
			562.96

**GRANT FUND**

DATE	CHECK #	PAID TO	AMOUNT
11/27/2023	34124	AmeriMark Direct	1,210.44
11/27/2023	34125	Van Cleef Engineering Assoc. LLC	1,737.50
			-----
			2,947.94
			=====
			2,947.94

**WATER OPERATING**

DATE	CHECK #	PAID TO	AMOUNT
11/27/2023	3	5328 Agra Environmental Services	75
11/27/2023	3	5329 Morris, Terry	5,375.00
11/27/2023	3	5330 One Call Concepts, Inc	28.6



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11/27/202

3	5331	Reliable Restoration Logistics	1,684.00
			-----
			7,162.60
			=====
			=
			7,162.60

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

Meeting adjourned at 8:18p.m.

\_\_\_\_\_  
Robin Hough, Borough Clerk

\_\_\_\_\_  
George P. Hutnick, Mayor