

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
April 22, 2024**

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 Joseph Maddaloni, 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 3, 2024.”

PRESENTATION

Andrea Bezerra from Medical Essential Diagnostics gave a presentation on a “Save My Life Program” which was an employee health benefit that is offered to all State employees and now extended to the Municipalities.

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

CONSENT AGENDA

1. Approval of regular meeting minutes from April 8, 2024.
2. Approval of raffle application from St. Thomas Aquin RC Church, 53 Kennedy Ave., Ogdensburg for an off premise 50/50 to be held on September 8, 2024 at 3:00pm.
3. Accept for filing letter from Veterans of Foreign Wars (VFW) Chief George O. Lott (Ret) Chairman of the Memorial Day Committee re: Memorial Day Parade.
4. Accept for filing Borough of Franklin Ordinance 05-2024 amending chapter 161 “Land Development”.
5. Accept for filing Township of Byram Resolution 073-2024.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

ADOPTION OF ORDINANCE 07-2024

Councilman DeMeo made a motion to adopt ordinance 07-2024 “AN ORDINANCE OF THE BOROUGH OF OGDENSBURG, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING CHAPTER 18 OF THE BOROUGH CODE ENTITLED “MUNICIPAL SEPARATE STORM SEWER SYSTER (MS4), TIER A COMMUNITY-WIDE ORINANCES” TO ADD NEW SECTION 18-10 ENTITLED “TREE REMOVAL AND REPLACEMENT”. Seconded by Councilwoman Cowdrick.

Prior to final roll call Mayor Hutnick opened the meeting to the public for any commented regarding Ordinance 07-2024.

No one comments from the public.

Prior to final roll call Mayor Hutnick closed the meeting to the public for any commented regarding Ordinance 07-2024.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

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INTRODUCTION OF ORDINANCE 08-2024

Councilman DeMeo made a motion to introduce Ordinance 08-2024 entitled “AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14). Seconded by Councilwoman Cowdrick.

Public hearing will be held May 13, 2024.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

RESOLUTION 38-2024 INTRODUCTION TO THE CY 2024 MUNICIPAL BUDGET

Councilman DeMeo made a motion to adopt resolution 38-2024 introducing the CY 2024 Municipal Budget for the Borough of Ogdensburg. Seconded by Councilwoman Cowdrick.

Public hearing will be held May 28, 2024.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

Councilman DeMeo questioned the date of the public hearing.

Mr. Marceau commented by law it has to be 28 days after introduction.

Resolution 38-2024

BE IT RESOLVED that the Local Municipal budget of the Borough of Ogdensburg, County of Sussex, New Jersey for the calendar year 2024 be approved by the Mayor and Council of the Borough of Ogdensburg, and the Clerk is hereby instructed to advertise in the New Jersey Herald and that a final public hearing before passage will be held on May 28, 2024 at 7:00PM in the Council Chambers and that said budget shall authorize total general appropriations of \$3,535,171.76, and the anticipated revenues of \$858,063.73 leaving an amount to be raised by taxes for municipal purposes of \$2,677,108.03. The Water 2024 Budget consists of appropriations of \$442,175.00 and anticipated revenues of \$442,175.00.

MUNICIPAL FACILITIES AND RECREATION AREA APPLICATION

Councilman DeMeo made a motion to approve the Facility Use Application submitted by Michelle Nardini representing ORA for use of Heater Pond and to determine the seasonal fee. Seconded by Councilman Ciasullo.

Councilman DeMeo asked we have been advertising for lifeguards did anybody apply.

Councilwoman Cowdrick commented not to her knowledge.

Councilman DeMeo asked Mr. Maddaloni, correct him if he is wrong; our risk management will not let the Borough do swim at your own risk so unless we have lifeguards no programs are running up at the pond. Councilman DeMeo commented he thinks we have to table this to see if we have any lifeguard applications come in; he doesn't see how we could vote on it without any lifeguards.

Councilman Ciasullo commented we can put that in their subject to getting lifeguards.

There was a discussion on the applications, problem with hiring lifeguards and advertising.

Mr. Maddaloni suggested to table the approval of the application.

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Councilman DeMeo made a motion to table the application.

Mayor Hutnick commented to be clear if we don't open the pond for swimming it will be open for all other activities.

Councilwoman Ruitenberg seconded the motion to table the application.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

OLD BUSINESS

Hiring of Police Officers – Mayor Hutnick explained the Chief is in the process of hiring someone.

Councilman DeMeo explained an grant available to help offset the cost of police officers. The application isn't due until June; you can get up to \$125, 000 per officer for a three-year period. This would help defray some of the cost. Unless anybody has any objections, he is going to email Bruno Associates to see if the Borough is eligible and the cost for the application.

Mr. Marceau commented keep in mind when that money goes away you have to come up with it and explained.

There was a discussion on the grant.

Budget – M. Marceau, CFO, commented we introduced the budget; you are well under your appropriation cap; your \$54,500. Under your levy cap so you have the option to go up another \$54,500. Which you choose not to. Total increase for the year \$39,667.53 which comes out to 1.5%. The effect on the average household is \$45.18.

Councilman Ciasullo commented we are going to discuss the employee raises at a later time.

Mr. Marceau commented that is still going to be discussed. The next meeting you will have an ordinance for water items.

Municipal Emergency Management Coordinator –

Mayor Hutnick explained he did reach out to the individual interested; he reached out to Rick Keslo our former OEM Coordinator he has agreed to reach out to the individual interested to update him on what the job entails.

Borough Hall Revitalization –

Councilman DeMeo explained they should have the report and pictures of the suggested improvements by the next meeting.

First Aid Squad Building Discussion – No new updates.

Heater's Pond – Councilwoman Cowdrick explained the lake is going to proceed to get the clean up that we agreed on. Councilwoman Cowdrick had a list of items to request for the pond and explained the items to the Council. Some items include new umbrella for the lifeguards, flowers, picnic table, head pieces for the backboard, updated toys, new sand etc.

There was a discussion on the improvements, getting quotes for the backboards, trees at the pond the school planted that aren't growing, clearing out different pond areas and getting volunteers to help clean up the pond area.

Drug Alliance – Councilwoman Cowdrick commented Mr. Astor started the program at the school starting in May.

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Mr. Marceau commented they did “Girls on the Run” [program].

Underground Storage Tanks – No update.

Financial Disclosure Statements – Mayor Hutnick reminded everyone to complete their financial disclosure statements.

Basketball Courts – Mayor Hutnick commented good news the lines are painted.

Mayor Hutnick explained pickleball courts are orange that is the color they had at the time, we are looking to change the colors in the future and explained the color scheme.

There was a discussion on the fence being replaced.

Councilwoman Cowdrick explained there was a suggestion to replace the backboards.

Mayor Hutnick commented he had a conversation with the school superintendent; one of the topics was to possibly naming the courts after a town individual as a dedication. The second thing was individuals are coming forward offering donations of time and money to spruce up everything; replace the backboards, whatever funds can be raised. Mayor Hutnick told him [Mr. Astor] he would bring this up to the Council. We are applying for another park grant to do more stuff.

There was a discussion on the cost of getting new backboards.

Mayor Hutnick asked if the Council wanted to dedicate the basketball/court area to a certain individual.

Councilman Ciasullo made a motion to dedicated the entire area which is the courts/basketball courts to the certain individual to have the dedication as soon as possible. Seconded by Councilwoman Ruitenberg.

Mr. Maddaloni commented you may want to identify for the record. If you are making a motion for the record you should be clear who it is you referring to as far as the dedication goes.

Councilman Ciasullo commented same motion “John Kibildis”.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

Councilman Ciasullo commented on something that was brought up a few meetings ago and resurfaced last week was [Blue Diamond] was picking up garbage at 6:00am. Councilman Ciasullo explained Robin made a phone call and spoke to Earl from Blue Diamond. This time really effects the President area.

There was a brief discussion on the time for garbage pickup and an article regarding bear garbage cans.

NEW BUSINESS

Registration for DPW classes-Mayor Hutnick explained a request came in for Jake to attend a public works conference in Atlantic City with hotel stays. Mayor Hutnick commented he doesn’t remember discussing that.

Councilwoman Ruitenberg commented there was money put in the budget; is this something new. In the past people have taken classes.

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Mayor Hutnick commented we haven't sent anybody.

Councilman DeMeo asked Mr. Maddaloni since this is about an individual should we be discussing it in public.

Mr. Maddaloni commented you are ok with this; it isn't disciplinary action.

Councilwoman Ruitenber commented it is more of a process. This is a CPWM convention; Chris isn't going, this is an opportunity for Jake to go since he is in the DPW and is the assistant.

Mr. Marceau explained we never paid for hotels.

There was a very lengthy discussion on sending Jake to the conference, the cost for the conference and hotel stay, this conference Jake wouldn't be getting credits for his CPWM license since he doesn't have his CPWM license yet, the Borough has denied overnight stays in the past, not having a policy on this, nothing in the handbook, at some point updating the hand book and the need to stay consistent and having a uniform policy.

Mr. Maddaloni commented you can approve it; but the situation is you are straining from what your past practice has been. Which is fine; you have a right to do that. But if you are going to change your practices you should put a policy in place and make sure it is uniformly applied and you can set your guide. For example, it has to be related to a license or certification you are going for be job related. You can put any conditions you want on it but they should be uniform and apply across the board. Just remember if you approve this; now this is what you are setting.

The discussion continued on basically if the council approves this you are setting the policy/change in the book, the amount in the budget, an agreement in paying for someone to receive their certification, what the borough did for the current CPWM, CDL license, CEU vs certification, and getting a committee together to look into a policy.

Councilwoman Ruitenber commented she would volunteer to help with writing policy and asked if anyone else would volunteer.

Mr. Maddaloni commented if you approve this you are setting the foundation if you are not sure don't approve this because you are going to lock yourselves in.

The discussion continued that wouldn't it be better to sign Jake up for a CPWM class to begin the process of getting he license rather that to a convention where he won't get any renewal credits because he doesn't have his license yet, this convention you will learn what is new and happening in the CPWM world as of right now it isn't a background of what you need to know, all the individual classes are included in the one-time cost and two days of the convention is \$481.00 one day is \$250.00.

Mr. Maddaloni commented it is clearly job related; would it be beneficial for him and the Borough, yes. But it doesn't sound as though it is leading to a certification of any sort. Again, you have to decide if that is going to be one of your criteria for approving attendance at these things and approving an overnight stay.

Mayor Hutnick commented you have to decided do you want to send him now while we are writing the policy regarding training, overnight stays, certifications, etc.; or we can deny this on the basis we don't have a policy in place. Mr. Maddaloni is right it is a work-related class; unfortunately, he will not pick up any credits for CPWM.

The Council continued the discussion on whether or not to approve Jake attending the convention, the fact he isn't certified yet, send him to an actual class towards the CPWM license, having a policy first, investing in our employees, the overnight stay is being the issue and the education having to do with the job.

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Councilwoman Ruitenberg commented are we approving him to go but not pay for the hotel or are we denying everything. This conference is before we have the next meeting. Are we paying for him to go to the class and not the hotel because we don't have a policy saying we will pay for it or we won't pay for it or are we denying all of it?

Mayor Hutnick explained there is also mileage cost to consider down and back, parking and meals.

There was a discussion on the additional costs, most employees do zoom classes at their desk and employees haven't attended the league, most classes everyone takes are local, everyone does their classes on line and there is no mileage involved or meals.

Councilwoman Ruitenberg commented are we ok with sending him to the convention, only paying the convention, no miles, no food and no overnight just the convention. Or are you not ok with any of it.

Councilman Ciasullo commented we could make a motion for exactly what you said and vote on it. Then we will know.

Councilwoman Ruitenberg commented then that would be up to him whether he decides to attend knowing that his isn't going to get reimbursement for those items.

Councilman DeMeo asked Mr. Marceau what is in the DPW budget for training. Mr. Marceau explained what was in the budget \$2,500 and we talked about adding the additional \$500.00.

Councilwoman Ruitenberg made a motion to approve the convention two-day fee of \$481.00 for DPW worker to attend the conference with the understanding that there will be no additional reimbursements. Seconded by Councilman Ciasullo.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

Councilwoman Ruitenberg, Councilman DeMeo, Councilman Ciasullo and Mike Marceau, CFO will work on the policy for the next meeting.

Lead Abatement Mandates – Mayor Hutnick explained lead assessment training he attended last week. Mayor Hutnick explained the new State mandates for rental units regarding inspections for lead paint and a plan. He will be giving the council information to inform the Council on the mandates. If a Municipality doesn't have the staff the Borough would have to hire a company to do lead testing, no visual inspections.

There was a discussion on the mandates, grant program available and fees that would be added to a grant fund.

Councilwoman Ruitenberg explained she and Robin have spent some time both having conversations with Jake are assistant DPW. Jake looked around at DPW Garage to find some records; he did find four or five sets of blue prints of lines that were done. So, we started to fill out the proper spread sheet that needs to be filled out and submitted to the State. We have about sixty to seventy percent of the public water side down. We have probably 900 plus water services and we have maybe 150 surveys from the residents that have been handed back which is not a lot. This all falls on our water licensee; and asked Mr. Lawler who was in the public if maybe he could assist us in getting the information that we need. It isn't really the Clerk's job or her job to complete all this but we are doing what we can to get this done so that we can try to be in compliance with the State. Councilman Ciasullo and Councilman Poyer have been both working on this too; trying to contact the State and get some sort of understanding of what we need. We don't have the information to complete this survey. We would like to send them some

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of what our knowledge is at this point. This was something that was supposed to be done a few years ago.

Councilwoman Ruitenberg commented she thought maybe submit what we have so far by May 1st and explained the what spreadsheet entailed.

There was a discussion on the May 1st date, we can only give them information that we have so far and the reports are due again in July maybe wait until July.

Councilwoman Ruitenberg suggested maybe Councilman Ciasullo, Councilman Poyer, herself, Robin, Rob and maybe DPW have a meeting and plan how we are going to move forward with obtaining the information; if DPW has to dig, find additional records. We need to move forward in finding things to getting some things done.

There was a discussion on the maps that were found, how to get the residents to complete the survey and getting as much information that we can and submit what we have done when the report is due.

Mr. Lawler, water operator explained the town really needs the plan and explained.

PUBLIC SESSION

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

Rob Lawler, Water Operator explained Ogdensburg being a member of the NJ Water Association, they offer classes for water, sewer, CPWM for free. They send information out.

Bill Allen, Chief of the Fire Department explained he was here to see if his budget was approved.

Dave Mugavero, 22 Kennedy Ave. is concerned over the water bills not being delivered on time. What can the Borough do to get the water bills to the residents?

Councilwoman Cowdrick explained a plan the borough is working on to help the situation.

There was a discussion on the water bills.

Councilwoman Ruitenberg asked Mr. Lawler for an update on repairs that need to be done that were approved several months ago. Did we order everything are we waiting for items to come in?

Mr. Lawler commented he got the quotes and he will submit them.

There was a brief discussion on the repairs.

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

EXECUTIVE SESSION

Councilman DeMeo moved, Councilman Poyer seconded motion to adopt the following resolution.

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.

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

Personnel

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain: None

At 9:05pm the Mayor and Council went into executive session.

At 9:25pm the Mayor and Council returned from executive session.

PAYMENT OF VOUCHERS

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

Councilman Ciasullo asked what is Ready Fresh?

Mr. Marceau explained to rent the water cooler machine they won't give us water anymore.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain: None

CURRENT

DATE	CHECK #	PAID TO	AMOUNT
4/22/2024	34488	145 Media	375
4/22/2024	34489	Action Data Services, Inc.	105.9
4/22/2024	34490	Atlantic Tomorrows Office	218.82
4/22/2024	34491	Bassani Power Equipment, LLC	67.28
4/22/2024	34492	Batty, Matthew	400
4/22/2024	34493	Blue Diamond Disposal, Inc.	21,728.09
4/22/2024	34494	Brightspeed	54.45
4/22/2024	34495	Brightspeed	63.45
4/22/2024	34496	Brightspeed	63.31
4/22/2024	34497	Brightspeed	103.63
4/22/2024	34498	Brightspeed	257.32
4/22/2024	34499	Brightspeed	396.33
4/22/2024	34500	BrightSpeed	763.46
4/22/2024	34501	Brightspeed	19.9
4/22/2024	34502	Dover Brake & Clutch Co., Inc	24.17
4/22/2024	34503	Elizabethtown Gas	146.78
4/22/2024	34504	Elizabethtown Gas	244.59
4/22/2024	34505	Elizabethtown Gas	185.95
4/22/2024	34506	Elizabethtown Gas	833.59
4/22/2024	34507	Home Depot	479.34
4/22/2024	34508	JCP&L	130.39
4/22/2024	34509	JCP&L	47.69
4/22/2024	34510	JCP&L	1,383.55
4/22/2024	34511	JCP&L	416.81
4/22/2024	34512	JCP&L	3,052.40
4/22/2024	34513	Kuiken Brothers	123.84
4/22/2024	34514	Lafayette Auto Parts	123.19

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4/22/2024	34515	Lumen Technologies Group	125.62
4/22/2024	34516	Montague Tool & Supply Co	264.84
4/22/2024	34517	Motorola Solutions, Inc.	1,825.00
4/22/2024	34518	Municipal Capital	119
4/22/2024	34519	Napa Auto Parts	46.47
4/22/2024	34520	New Jersey Herald	40.42
4/22/2024	34521	NJ League of Municipalities	160
4/22/2024	34522	One Call Concepts, Inc.	11.44
4/22/2024	34523	ReadyRefresh	2.89
4/22/2024	34524	Schenck Price Smith & King LLP	3,731.95
4/22/2024	34525	Staples Business Advantage Sussex County Chief's Association	157.61 800
4/22/2024	34527	Sussex County Municipal Utility	26.25
4/22/2024	34528	Sussex County Treasurer	288,749.49
4/22/2024	34529	Sussex County Treasurer	28,655.51
4/22/2024	34530	Sussex County Treasurer	1,245.64
4/22/2024	34531	Verizon Business	113.7
4/22/2024	34532	Wallkill Valley Regional H.S.	92,681.50
4/22/2024	34533	Wielkotz & Company, LLC	7,375.00

			457,941.56
			=====
			457,941.56

PAYROLL

DATE	CHECK #	PAID TO	AMOUNT	VOID	DATE	REASON
4/22/2024	1316	AFL AC	562.96			

4/22/2024	1315	AFL AC	-562.96	VOID	4/24/202	4 Needed to Reprint this
			=====			
			=			
			562.96			

GRANT FUND

DATE	CHECK #	PAID TO	AMOUNT
4/22/202		Atlantic Tomorrows	
4	34534	Office	362.08

			362.08
			=====
			=
			362.08

WATER OPERATING

DATE	CHEC K #	PAID TO	AMOUNT
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4/22/202			
	4	5364	Home Depot
			387
4/22/202			
	4	5365	Reliable Restoration
			2,000.00

			2,387.00
			=====
			=
			2,387.00

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

Meeting adjourned at 9:26p.m.

Robin Hough, Borough Clerk

George P. Hutnick, Mayor