

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
June 24, 2024**

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

Mayor Hutnick led the Pledge of Allegiance.

ROLL CALL: Alvarez, Ciasullo, Cowdrick, Poyer, Ruitenberg, Mayor Hutnick

Absent: DeMeo

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 3, 2024.”

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

CONSENT AGENDA

1. Approval of regular meeting minutes from June 10, 2024.
2. Approval of Resolution 50-2024 approving a credit to Gemma’s Country Kitchen water account #2784 334 Main Street, Ogdensburg in the amount of \$190.08 due to an error in reading the water meter.
3. Approval of Resolution 51-2024 to submit a grant application and execute a grant contract with NJ DOT for Richardsville Road Resurfacing project.
4. Approval of Resolution 52-2024 to submit a grant application and execute a grant contract with NJ DOT for Glenbrook Road Resurfacing project.
5. Accept for filing letter dated June 14, 2024 received June 20, 2024 from NJDEP re: Service Line Inventory Requirements for Community Water Systems.
6. Accept for filing letter dated June 10, 2024 from Ron Tappan, County Administrator re: County Exposition Building – Sussex County Farm and Horse Show.
7. Accept for filing letter from Sam Ferraino, Jr. President UFCW Local 360 re: Borough of Sommerville ordinance #2641-21-0621.

Upon Roll call Vote:

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

Nays: None Absent: DeMeo Abstain None

RESOLUTION 49-2024

Councilwoman Cowdrick made a motion to adopt the 2024 Emergency Operations plan with Annexes. Seconded by Councilman Ciasullo.

Councilman Ciasullo questioned the plan.

Mayor Hutnick commented this is the OEM plan that was created; we have been working with the State Police that was assigned to us. We sign off on this after tonight and then it gets submitted to the County then to the State. Any feedback will come back to us and we will make the adjustments.

Ms. Hough explained each department review their own annex and they signed to the changes in their annex.

Mayor Hutnick commented the State was very happy after the meeting the other day.

Upon Roll call Vote:

Yeas: Alvarez, Ciasullo, Cowdrick, Poyer, Ruitenberg

Nays: None Absent: DeMeo Abstain None

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OLD BUSINESS

Borough Hall Revitalization – Councilwoman Ruitenberg explained they are still putting the list together, she will wait to review with Councilman DeMeo when he gets back from vacation. Then we will share; some things are safety concerns and some are to make things look a little nicer.

Heater's Pond – Councilwoman Cowdrick explained she went up to the lake to see how the treatments are going; it does appear to be doing well up there. He is getting stuff before they bloom.

Councilman Cowdrick commented to touch base with the lifeguard issue; she has been seeing and hearing rumors so to put it on record; we are not opening because we don't have lifeguards, we are trying. Councilwoman Cowdrick commented she had someone recently over this weekend reach out to her she is an aquatics director. She trains lifeguards, red cross which is what we hire. She was supposed to be here tonight but she is not going to make it. Councilwoman Cowdrick explained she would have a detailed plan for us; basically, she is going to put it out there to the County whatever sixteen-year-old would like a job and or to train for lifeguarding. Then she would hold the training course at our lake for two weekends certify these kids and then whoever wants to apply here we would do our process from that. Once we see her plan that would be something we would want to discuss.

There was a discussion on the shortage of lifeguards throughout the State, training for lifeguards and the cost of the lifeguard certifications,

Lead line replacement – Councilman Ciasullo commented since the last meeting he spoke to Robin and someone in Trenton. Councilman Ciasullo commented now we are aware of the date change other than that the only other thing brought up was the dates the reports were sent in last year. This is something we have to follow up on.

Ms. Hough explained the change in the forms; the council has one more meeting before the forms need to be sent to the State.

Councilwoman Ruitenberg asked if we should meet sometime next week to finish this. A conversation we [Council] needs to have for the people that do the unknown we are putting them on the report as unknown because that is the way the survey came back. However, somebody needs to verify if they are copper, lead, whatever etc. Are we going to send our water guys around to find this information out? Are we going to have our DPW part of that?

There was a discussion on the survey responses, how to move forward with the resident that don't know what kind of pipes they have, having DPW go around and look at the pipes to help determine what type they are.

Councilman Ciasullo commented if you guys do a meeting; let him know.

Councilwoman Ruitenberg commented we were just talking about that.

Councilman Poyer commented us three [him, Councilwoman Ruitenberg and Councilman Ciasullo and Rob Lawler] and go over all the paper work and everything we have before we send in this next round [of paper work].

Employee Raises –

Councilwoman Ruitenberg commented she met with Mike to go over adjustments, raises and last meeting we pretty much determined we were off in DPW Supervisor, Assistant Supervisor and we are also a low on Clerk and Deputy Clerk. So, the thought was to give each of them a little bit of money; more like a salary adjustment rather than a percentage increase.

Mayor Hutnick asked Mike Marceau, CFO what that does to the numbers [in the budget].

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Mr. Marceau commented you have the money in the budget; it was [approximately] \$6,200.00. it is available.

Mayor Hutnick explained to the public what we are discussing is we are comparing the Borough employee's salaries to other municipalities and trying to keep them as close as we can.

Mayor Hutnick asked you had talked about the sixty-two hundred. Mr. Marceau commented dividing it up; we can have a resolution on the next agenda of you want.

Councilwoman Ruitenberg explained there are the four of them that were off [salaries].

Mr. Marceau commented he can do a resolution for the next meeting.

Councilman Ciasullo commented going back to the building upgrades can we think about getting rid of that air conditioner and get a duct less one in there; it would give us heat and cool air and be silent.

Councilwoman Ruitenberg commented we can add that.

Clean up day by Scout Troop 1150 and Troop 90 – Mayor Hutnick explained the two troop were in town this weekend; they proceeded to do a clean up of the pond area and the Municipal Park area by the firehouse.

Water quotes – Councilman Poyer commented he didn't hear back from the water guy.

Mr. Marceau explained he did talk to Rob about whether or not that stuff [water items] was on State contract. Mike Vreeland is going to write up some sort of bid specs.

Councilman Poyer explained he would like to contract the Borough's water operator to get a total amount of quotes on everything that has to be fixed in town. Councilman Poyer commented everything on the water side should be addressed as soon as possible.

Mayor Hutnick commented go ahead.

NEW BUSINESS

517 Speed Limit Study –

Councilman Ciasullo commented he mentioned this a few meetings ago; the County reached out to him, he talked with one of the engineers there who was very knowledgeable about Ogdensburg 517. If the council wants to proceed with having the county engineers take a look at Main Street, speed, line of sight all we have to do to move forward; Robin would put together a letter requesting that to the county engineering department. They said there is a short list of some other towns they are looking at; they would get us on the list. At some point they would come out go over everything on Main Street, look at the last study they did in 2008; then some changes were made since then some things have changed on Main Street. The only thing they asked for is he would put in an OPRA request for incidents on Main Street, motor vehicle accident and such. Since would do an OPRA from 2015 just because of how far back the data would be. The County would ask we give them that as well.

Mayor Hutnick asked what is the reason we would request this.

Councilman Ciasullo explained we have seen an influx of traffic, a lot of trucks, a local neighboring town has lowered [the speed] on a large stretch of road on their road way which makes more people want to drive on faster roads. Those are the two changes that he sees. Since 2008 until now we have had changes; the quarry is busy. If council wants to do it we will or not then we won't.

Mr. McBriar commented 2008 a lot of time has passed, you can do a motion authorizing the clerk to submit that letter to the county engineering, it is no cost to the Borough, it could be a benefit to get up to date current information to changes. If there is such a motion we can

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entertain that this evening, it is more administrative authorizing the clerk to send a letter of interest to the county engineering department.

Mayor Hutnick asked if Chief Gordon or Officer Cowdrick had any comments.

Chief Gordon explained the last changes were 2008; the only thing that has really changed since Braen took over the quarry, we have the quarry on Bun Road now and operations on Hamburg quarry. Chief Gordon explained the amount of traffic on the road now and he believes we need a study. When they paved 517 it was done at night because the traffic count is over 20,000 per day and the State law says it has to be done at night. There are certain places on this roadway where he would like to see them put a speed counter and explained.

There was a discussion on the study.

Mr. McBriar commented you can do a motion to request the clerk to do a letter to the Sussex County Department of Engineering, requesting an updated traffic study that would be the motion.

Councilman Ciasullo made that motion. Seconded by Councilwoman Ruitenberg.

Upon Roll call Vote:

Yeas: Alvarez, Ciasullo, Cowdrick, Poyer, Ruitenberg

Nays: None Absent: DeMeo Abstain None

Capital Discussion –

Mr. Marceau commented he didn't get any quote yet for a hot box or the roller; he talked to the Chief the other day about other items.

Mr. Marceau commented in 2018 we put aside twenty thousand for a new alcotest which has gone up in price since that time. In that ordinance we have twenty-eight thousand four hundred and thirty-three dollars and eight one cents left.

Chief Gordon explained the State finally sent out a quote for the alcotest it is going to be roughly twenty-two thousand dollars. They want us to order it now so by time January gets here the State Police can come in and set up the new alcotest. Chief Gordon explained we are allowed to use the drunk driving enforcement funds we just have to see what they will allow us to use from that.

Mayor Hutnick commented we need a new alcotest the new cost is about twenty-three thousand; we can possibly offset some portion of it. What do we need to proceed?

Mr. Marceau explained we just need an update we have the money sitting there so we are good to go. The other one is continuing our vehicle replacement.

Chief Gordon explained the difference between an Explorer and Tahoe with the extra needed equipment.

Mr. Marceau explained we had discussed getting some sort of sign board, a portable digital sign board.

Chief Gordon commented Franklin has a small digital sign board, something for information, something you can roll out nothing fancy and gave some examples.

There was a discussion on the sign board, cost and a used one.

Mr. Marceau commented the last item is the firearms.

Chief Gordon explained the process of firearms for the police department and cost.

There was a discussion on firearms.

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Mr. Marceau explained firearms can go under capital but probably not holsters but those can go under the police regular budget.

Mr. Marceau commented the last thing it the request from the fire department for bottles and packs and they request \$16,000 for turn out gear. Obviously, this will all have to go into an ordinance.

There was a discussion on the equipment for the fire department.

Purchasing Policy Changes

Mr. Marceau explained the State of New Jersey just before COVID changed some of the purchasing laws. Right now, on our purchase order we get a claimant certification which basically the vendor certifying their bill is true and accurate. The State has decided we no longer need to get those if we choose not to. Any reimbursement for employees and any sole proprietor we would still have to get vendor signature from them. The Council would have to pass a resolution saying we are no longer getting vendor certification you can choose to set a dollar threshold of you want. We were hoping the council would look into this because Candace spends a good amount to time tracking down vendors, if we do this it would save time which will lead to number five. "Part time employees".

Part Time employees – Mr. Marceau explained in saving time she could be a floater and help out an potentially add another day if she is willing to do that.

Mayor Hutnick commented why don't you put everything together and to see if what we can do.

Councilwoman Ruitenberg commented we are not talking about a day like a seven- or eight-hour day we are talking 5 hours.

Mr. Marceau commented we are talking about one more five-hour days. Mr. Marceau explained pre COVID we are almost an entire week short in the number of employees we had here and the number of hours they worked compared to now. Basically, you have two and a half people trying to get everything done.

Mayor Hutnick commented in speaking with the staff over the last several weeks with regulations and governmental changes and everything they are being side track left and right and they can't get their regular jobs done. He doesn't have any issue with the increase as long as it all works and everybody agrees.

Employee Handbook Revisions

Councilwoman Ruitenberg commented she has been meeting with Mike about the employee handbook we put in the change for DPW summer hours from Memorial Day to Labor Day. The officers here were talking about changing hours for the summer; it is kind of hard right now the way they work so we are kind of leaving that up for discussion as to when and what works for them.

Councilwoman Ruitenberg commented there are thirteen paid holidays we listed them now and every year we will do a resolution with those holidays and when they will be observed and explained. Council Ruitenberg explained some changes to part time vacation to make it fair for everyone, payroll policy we are just updating some wording, education and tuition reimbursement and if we have anybody going for a certification we are willing to pay for something like that. But we will have a clause that they will have to work up to four years after they get that certification other wise there would be a grading scaling as to how they would have to pay it back.

Mayor Hutnick asked Mr. McBriar if that was legally enforceable. Mr. McBriar commented absolutely.

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Councilwoman Ruitenberg explained it would be the same thing for somebody getting a CDL it's over three thousand now so we have that as a three-year period after certification that they have to stay here or there will be another grading scale as to how it would need to be paid back should they leave.

Councilwoman Ruitenberg explained there were some thoughtful changes they wanted to bring to Council which were longevity; in the handbook there is no longevity paid to employee hired after January 1, 1996. It was taken out; we are a small town we can't give a [high] salary; is that something anyone would consider if she puts something together. If it was based off percentage is anybody opposed to given longevity to employees.

There was a discussion on longevity

Councilwoman Ruitenberg commented she and Mike were talking about insurance.

Mr. Marceau explained we were talking about offering employee insurance with a higher deductible and explained how it would save money for the employees and town and different option the employees would have.

There was a lengthy discussion on insurance benefits and an opt out waiver that was taken out for employees in 2020.

Website updates – Councilwoman Ruitenberg commented she happened to be on the website looking at a couple of things and she would like to know if anybody would be offended or if it would be alright if she went ahead to try and get some updates going on the website.

Mayor Hutnick asked are you talking about appearance or data.

Councilwoman Ruitenberg commented a little bit of both maybe one of the things is we put stuff out there on the calendar it is ok but we don't have a way to track into that calendar and that kind of stuff. So, if you did subscribe to the calendar you would get the updates and everything that is on the calendar.

Mayor Hutnick commented suggestions are always welcome within reason.

PUBLIC SESSION

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

Michelle O'Neil, 6 Jefferson Terr. Ogdensburg, explained her concerns about 5 Jefferson Terr and the amount of garbage outside the home.

Mayor Hutnick explained he already sent emails to the zoning officer regarding this property.

Noreen Lang, 8 Jefferson Terr. Ogdensburg asked obviously there is a town ordinance on this and asked how it was maintained.

Mayor Hutnick explained the process.

There was a discussion regarding when the public is here to open up earlier so they don't have to wait through the whole meeting to comment on something.

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

EXECUTIVE SESSION

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There was no executive session.

PAYMENT OF VOUCHERS

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

Upon Roll call Vote:

Yeas: Alvarez, Ciasullo, Cowdrick, Poyer, Ruitenber

Nays: None Absent: DeMeo Abstain: None

CURRENT

DATE	CHECK #	PAID TO	AMOUNT
6/24/202	4	34668 Action Data Services, Inc.	105.9
6/24/202	4	34669 Allied Oil	1,229.37
6/24/202	4	34670 Amazon	54.84
6/24/202	4	34671 Bassani Power Equipment, LLC	53.85
6/24/202	4	34672 Blue Diamond Disposal, Inc.	21,778.91
6/24/202	4	34673 Braen Aggregates, LLC	1,090.52
6/24/202	4	34674 Brightspeed	54.45
6/24/202	4	34675 Brightspeed	63.45
6/24/202	4	34676 Brightspeed	60.65
6/24/202	4	34677 Brightspeed	103.31
6/24/202	4	34678 Brightspeed	256.84
6/24/202	4	34679 Brightspeed	390.28
6/24/202	4	34680 BrightSpeed	761.38
6/24/202	4	34681 Brightspeed	19.9
6/24/202	4	34682 Bruno Associates, Inc.	1,062.50
6/24/202	4	34683 Complete Security Systems, Inc.	29.2
6/24/202	4	34684 Dave's Towne Service	1,752.80
6/24/202	4	34685 Elizabethtown Gas	37.93
6/24/202	4	34686 Elizabethtown Gas	50.4
6/24/202	4	34687 Elizabethtown Gas	37.93
6/24/202	4	34688 Elizabethtown Gas	244.47

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6/24/202	4	34689	Finch Fuel Oil Co., Inc.	609.8
6/24/202	4	34690	Fire Fighter One LLC	1,238.74
6/24/202	4	34691	Genserve, LLC	821.39
6/24/202	4	34692	Horizon BC/BS of NJ	2,664.51
6/24/202	4	34693	JCP&L	1,886.04
6/24/202	4	34694	JCP&L	119.87
6/24/202	4	34695	JCP&L	63.59
6/24/202	4	34696	JCP&L	58.99
6/24/202	4	34697	JCP&L	391.93
6/24/202	4	34698	JCP&L	1,936.29
6/24/202	4	34699	Kuiken Brothers	17.66
6/24/202	4	34700	Lumen Technologies Group	125.62
6/24/202	4	34701	MGL Printing Solutions	811.7
6/24/202	4	34702	Montague Tool & Supply Co	65.28
6/24/202	4	34703	Municipal Capital	119
6/24/202	4	34704	New Jersey Herald	86.25
6/24/202	4	34705	Noah's Ark Port-a-Jon	528
6/24/202	4	34706	Ogdensburg Board of Education	229,058.50
6/24/202	4	34707	ReadyRefresh	2.89
6/24/202	4	34708	Schenck Price Smith & King LLP	3,748.75
6/24/202	4	34709	Smith Tractor & Equipment, Inc.	527.8
6/24/202	4	34710	Staples Business Advantage	50.84
6/24/202	4	34711	Statewide Insurance Fund	13,300.25
6/24/202	4	34712	Statewide Insurance Fund	33,433.50
6/24/202	4	34713	Sussex County Municipal Utility	157.5
6/24/202	4	34714	The Institute for Forensic Psychology	1,100.00
6/24/202	4	34715	The Printing Center Inc	955.53
6/24/202	4	34716	Van Cleef Engineering Assoc. LLC	1,249.50
6/24/202	4	34717	Wallkill Valley Regional H.S.	116,058.00
6/24/202	4	34718	Weldon Asphalt	1,666.83

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442,093.43

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442,093.43

GENERAL CAPITAL

DATE	CHEC K #	PAID TO	AMOUNT
6/24/202			
4	1201	Van Cleef Engineering Assoc. LLC	367.5

			367.5
			=====
			=
			367.5

WATER SEWER CAPITAL

DATE	CHEC K #	PAID TO	AMOUNT
6/24/202			
4	1055	USA Blue Book	7,567.15

			7,567.15
			=====
			=
			7,567.15

PAYROLL

DATE	CHEC K #	PAID TO	AMOUNT
6/24/202			
4	1328	AFLAC	562.96

			562.96
			=====
			=
			562.96

WATER OPERATING

DATE	CHEC K #	PAID TO	AMOUNT
6/24/202			
4	5376	Braen Aggregates, LLC	950.14
6/24/202			
4	5377	Genserve, LLC	112.5
6/24/202			
4	5378	Reliable Restoration Logistics	2,000.00

			3,062.64
			=====
			=
			3,062.64

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

Meeting adjourned at 8:28p.m.

Robin Hough, Borough Clerk

George P. Hutnick, Mayor