

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
July 8, 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 Robert McBriar, Borough Attorney and Mike Marceau, CFO

STATEMENT BY MAYOR: “Notice requirements of P.L. 1975, Open Public Meeting Act, NJS10:4-6 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.”

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

Councilman Ciasullo asked if number seven was just for filing.

CONSENT AGENDA

1. Approval of regular meeting minutes from June 24, 2024.
2. Approval of Resolution 53-2024 Authorizing the Borough Clerk to Renew Liquor License Atlantic Manor LLC. for the 2024 -2025 licensing term.
3. Accept for filing Township of Green resolution 2024-109.
4. Accept for filing Township of Green resolution 2024-110.
5. Accept for filing Sussex County Resolution establishing the Sussex NJ 250 Committee and Designating the logo and catchphrase for the Sussex NJ 250 Committee.
6. Accept for filing letter dated July 2, 2024 from Douglas Lemanowiz, Major Commanding Officer Emergency Management Section re: Approval of Ogdensburg Emergency Operations Plan.
7. Accept for filing County of Sussex resolution opposition to the proposal by the Delaware River National Park and Lenape Preserve Alliance to change the designation of Delaware Water Gap National Recreation Area to a National Park and Preserve and support for Assembly Bill AR133 and Senate Bill SR93 which opposes all proposals to change designation of Delaware Water Gap from national Recreation area to National Park and Preserve, including proposal from Delaware River National Park and Lenape Preserve Alliance.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo (abstain #1), Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

RESOLUTION 54-2024

Councilman DeMeo made a motion to adopt resolution 54-2024 approving a salary increase for Borough Deputy Clerk, Maria Mascuch. Seconded by Councilman Poyer.

Mayor Hutnick explained this was part of discussion from the last meeting to be disbursed.

Mr. Marceau explained he sent out the two resolutions with a breakdown of contributions. Are we going to discuss the dollar amount? Mr. Marceau explained in the resolution is the amount Councilwoman Ruitenberg recommended which was the \$52,500. Mr. Marceau asked the Council to look at that chart with the chapter 78 contributions. Mr. Marceau commented what is in the resolution is going to increase her chapter 78 contributions if you follow that across (using the chart of the break down) and explained what her take home would be.

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Councilman DeMeo asked are you recommending we go to \$54,000?

Mr. Marceau commented yea, based on the other salary's it comes out to about \$1,500 for the year.

Councilman DeMeo asked do we have sufficient funds in the operating budget for \$54,000.

Mr. Marceau explained there are \$6,200 available.

Councilman DeMeo asked your suggestion is to go to \$54,000 on this resolution. Mr. Marceau commented yes.

Councilman DeMeo asked what about the resolution for Robin. Mr. Marceau explained the same recommendation \$77,000 vs. \$75,025.

Councilman DeMeo commented if this is getting us to where they are supposed to be he doesn't have a problem with Mike's recommendations.

Councilwoman Ruitenberg commented there is also a third component too that which hasn't been fully discussed; it's the assistant supervisor in DPW is significant lower than the rest of them.

Mr. Marceau explained that one is unique; he had an opportunity, these other two individuals did not. He just negotiated his salary less than six months ago.

Councilwoman Ruitenberg commented that was the highest. [in the salary ordinance]

Mr. Marceau explained he is in a different category and will be negotiating due to classes and a position coming up.

Councilman DeMeo agreed we did just negotiate his salary six months ago.

Mr. Marceau commented you are going to have to sit down with him this fall to come up with a step process because you are going to want it to fit in the budget. That is why he feels it is different.

Councilman Ciasullo explained we have spent a lot of time talking about this; what he did he actually talked to residents and bounced off the residents about possibly doing adjustments for certain employees. Councilman Ciasullo commented he agrees with what Mike is saying about the DPW; we have to come up with a plan, classes and numbers and salaries. Councilman Ciasullo explained he was asked why adjust salaries now; which he explained we are comparing the salaries with other towns and well as a possible new employee. Councilman Ciasullo commented he didn't get many favorable people that agreed that it was a great idea. So, I'm going to vote tonight based on what people who voted me up here talked to me about. It is nothing personal but he agrees with pretty much these constituents he had talked to. It's July we have been [talking about this] for months; he would have rather done this as a percentage raise.

Mayor Hutnick commented you are just bringing this point up now. We have been discussing this for weeks.

Councilman Ciasullo commented that is just my thought on it.

Mayor Hutnick commented that is fine but you are now bringing it up and have gone out and talked to residents about it.

Councilman Ciasullo commented he always goes out and talks to residents when he can.

Mayor Hutnick commented tonight is the night of voting and you waited until tonight.

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Councilman Ciasullo commented we [talked] about this for so long we are in July now. To him this should have all been a percent raise at the time we did the salaries, it isn't a lot of money per household he understands all that.

Ms. Hough asked if she could ask him a question. Councilman Ciasullo commented sure. Ms. Hough asked you said you talked to residents; there is twenty-two hundred people how many residents did [you talk to], ten, twenty.

Councilman Ciasullo commented it doesn't matter how many I talked to ten or twenty. How many thought it was a great idea; none of them. Councilman Ciasullo explained he lives in the town; they say we can't even ride down the road or ride a bike down the road they look at that. It is hard for him to explain [to the residents] looking at towns across the border, Sparta or Franklin, he doesn't think that is a great way.

Mayor Hutnick asked did you explain to these individuals that you spoke to that we started this several months ago and it has been on going.

Ms. Hough explained she lives in the borough too; my road is horrible but I also know when I worked for another town they had a road plan ten- or eleven-year road plan. I've worked here seven years and even prior to those seven years she hasn't seen any kind of road plan.

Mayor Hutnick commented that says it all.

Ms. Hough explained the last seven years we have received a lot of grants to pave roads. Ms. Hough explained I don't know if you guys realize all the administrative work that goes on here, hours and hours; I never complain I just do the work. That is why I asked how many residents did you talk to because when I talk to them they know how hard we work.

Councilman Ciasullo commented this isn't personal; there comes a time when we have to make a decision up here; sometimes the reason why everybody is up here is because somebody voted for me to be up here.

Mayor Hutnick explained when this all started you should have made this point then.

Councilman Ciasullo commented Councilwoman Ruitenberg had mentioned she thought it would be a good idea to do the salary study and possible give people more money. He thought it was a good idea; he never once compared us to Sparta or Franklin or anything. Because Ogdensburg is Ogdensburg and that is it. You want to compare to other towns that is fine but that isn't going to change his opinion. He just personally agrees with the people he spoke to it isn't necessary to do adjustments right now in July when we have to answer to people. His vote tonight is going to be based on the people he spoke to.

Mr. Marceau asked about the resolution and whether or not to go with the amount in the resolution or his recommendation.

Mr. McBriar commented the motion was for \$52,500 if there is a consensus for Councilman DeMeo to amend the motion.

Mr. Demeo commented he doesn't think we have consensus to go up to the higher number so we will vote on them as is. [The motion had been seconded by Councilman Poyer.]

Upon Roll call Vote:

Yeas: Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: Ciasullo Absent: Alvarez Abstain None

RESOLUTION 55-2024

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Councilman DeMeo made a motion to adopt resolution 55-2024 approving a salary increase for Borough Clerk, Robin Hough, RMC. Seconded by Councilwoman Ruitenberg.

Upon Roll call Vote:

Yeas: Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: Ciasullo Absent: Alvarez Abstain None

FLOODPLAIN MANAGEMENT REGULATION DRAFT ORDINANCE

At this time there was a discussion on the draft Floodplain Management Regulation ordinance and a motion to approve the clerk to submit the draft ordinance to NJDEP.

Mayor Hutnick commented Robin has been working on this and asked if she could speak on it.

Ms. Hough explained a letter received back in April which was on the consent agenda; we have to adopt this ordinance by October. By the end of July, we have to submit to DEP a draft ordinance. In the letter it stated we had to do the Riverian Model. In front of you there is a copy of that model and you have to fit that into the Borough's code which is Chapter 20. This will be replaced with what was done in 2011 Chapter 20 Flood Plain Prevention to Chapter 20 Floodplain Management Regulations. Ms. Hough explained everything had to be renumbered. She worked with Mike Vreeland. Also, she and Mike Vreeland met with DEP; because the borough's building department was with DCA we had to do a survey with DEP and explained the survey.

Ms. Hough explained we have to submit the draft; in the copy that you have everything in yellow we have to do anything that is in blue or teal we don't have to do. So, she removed them because that was making it stricter. So, some of the information in the maps was given to the borough in the letter. Ms. Hough explained she wanted to update the council on all the work that has been done and to give Mr. McBriar and herself permission to submit it to DEP before July 25. They need to review it and probably make changes Mike Vreeland said and send it back to us. We have to have this ordinance introduced and adopted by the end of October. We are just following the State guidelines.

Councilwoman Ruitenberg asked what is due in July. Ms. Hough commented the draft, this is DEP and FEMA is involved in this.

Councilman DeMeo commented probably because of insurance; FEMA is doing all their floodplain insurance.

Ms. Hough explained one other thing she was told by Mike Vreeland in the ordinance the floodplain administrator is the engineer. Some towns have put the zoning officer and explained the hours of the zoning officer.

Councilman DeMeo asked you need a resolution to submit. Ms. Hough commented no just a motion and a second after Mr. McBriar reviews the draft to submit it.

Mr. McBriar commented the motion authorizing Robin in working with the borough engineer and municipal attorney to finalize the draft by July 25, 2024.

Councilman DeMeo asked when do we have to adopt the final draft.

Mr. McBriar commented the final has to be October; you will have more than enough time to introduce it and have a public hearing. This was a result of a FEMA audit on all NJ ordinance pertaining to this topic. They determined better coordination was needed among the three sets of regulations that regulate this area; the National Flood Insurance Program, Regs which are generally implemented by local administrators and as Robin has indicated NJ Flood Hazard Area Control Act which is implemented on the State level by DEP and the Uniform Construction Code. FEMA used to have six model ordinances and they [now] have two. They are the ones

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that dictate to the Borough of Ogdensburg what model to use. As Robin had indicated it is the Riverine model; Robin has taken that model language and she indicated the blue language is language that would make this more restricted; the thought was to not implement that. She has incorporated in yellow boxes the information that is per ordinance specific and as Robin indicated too their model ordinance has just an arbitrary numeration starting with chapter 100 there are a lot of subchapters Robin understanding that this would be located in chapter 20 of our code, worked so the numeration would be consistent with our code.

Councilman DeMeo asked all we are approving tonight would be to submit the draft.

Mr. McBriar commented that is correct; this is an ordinance that requires introduction by title, then a second reading a public hearing. This is just to comply with the letter that was issued by the State so the draft can meet the deadline.

Councilman DeMeo made a motion to authorize the clerk, Borough Attorney and Borough Engineer to finalize the draft and submit to NJDEP for review. Seconded by Councilwoman Ruitenberg.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

Mr. McBriar asked there was no objections to identifying the Borough Engineer as the Floodplain Administrator who will be responsible for administrating this management plan. Is that accurate?

Council members agreed.

ADDENDUM

RESOLUTION 56-2024

Councilman DeMeo made a motion to adopt resolution 56-2024 authorizing the subordination of mortgage lien held by the Borough of Ogdensburg with respect to property located at 319 Main Street, Ogdensburg, NJ.

Mr. McBriar commented this was a request by the resident and explained the resolution and the request.

There was a brief discussion on the subordination, existing mortgage and percentage you can borrow.

Seconded by Councilwoman Cowdrick.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

OLD BUSINESS

Borough Hall Revitalization – Councilman DeMeo commented we have the report. We will be distributing it this week, they just have to prioritize a few things.

Heater’s Pond – Councilwoman Cowdrick commented the lake is looking great; she has another lifeguard application she called them both today. Their days are conflicting on working so she can’t work [up a schedule].

Councilwoman Ruitenberg asked is it possible we may try to open?

Mayor Hutnick commented we are still trying.

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Councilwoman Ruitenbergh asked if we have to have two at the same time.

Councilman DeMeo commented we have to have two; one can only work weekdays and the other can only work weekends.

Councilwoman Cowdrick explained we have to staff two guards; we are still trying.

Employee Raises – Mayor Hutnick commented this can come off [the agenda].

Lead Line Replacement Plan – Poyer/Ciasullo/Ruitenbergh

Councilwoman Ruitenbergh commented Robin and I met this afternoon and we went through our inventory; we had to count up all the lead line unknowns and all that kind of stuff. We have a progress report we are going to send out. Basically, what work we have done so far; which as far as replacement of anything we have done anything so that is all zero. We have made communication attempts that is 2 which is on the one progress report. Then the inventory report which summarizes our inventory in total of our 916 water services both on the system and the property owner side. Basically, telling them where we are as far as what kind of information we have. Again, Robin is going to submit all of this tomorrow. It is a lot of progress since last year but we still have a long way to go. So that is one step in the right direction.

Capital Discussion – Mr. Marceau explained he doesn't have much; he received an estimate from the Chief, he is still waiting on quotes for the hot box and roller, firearms and fire [department equipment].

Councilman DeMeo explained a grant the Borough found out about; Chief Allen to his credit got everything to him last night; he sent it over to the grant writers this morning. In discussion with the grant writer that grant usually comes in somewhere between fifteen and twenty. The Chief put in for he thinks five suits, five sets of PB. Last year the applications were cut off at 600; our application is done, it is ready to go at 9:01 on Wednesday they will submit the application.

There was a brief discussion on the grant and equipment for the fire department.

Purchasing Policy Changes – Part Time employees – Mr. Marceau commented these two items kind of go together; he spoke to our clerk 1 and she is willing to give us one extra day if we would like. In combination with purchasing policy changes if you are will to entertain that he will draft a resolution that we no longer require certification other then what they recommend we have to do. Mr. Marceau explained he will take a look at the budget and see if we can afford another day for our Clerk 1; if so he will work on another resolution for the next meeting.

Councilwoman Ruitenbergh commented that is for an extra five hours per week. Mr. Marceau commented yes, she would be 20 hours per week vs. 15.

Employee Handbook Revisions – Councilman DeMeo commented he was late getting his comments back because he was away. We did get a draft from Mike and he had a few changes and explained an issue with google docs so tomorrow he will try and share his comments again.

Website updates – Councilwoman Ruitenbergh explained that was just a discussion from last meeting; she is finishing up reviewing possible changes. Councilwoman Ruitenbergh commented she will work with Robin with getting those changes accomplished or send them off to Bill Repasy.

Ms. Hough explained she submits all the documents that need to be posted on the website to Bill.

Councilwoman Ruitenbergh commented she will be working with Robin to get that up to date.

Mayor Hutnick commented would it make sense for Councilwoman Ruitenbergh to work with Bill and copy you [Robin].

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Ms. Hough asked are they style changes you are looking at?

Councilwoman Ruitenberg commented she doesn't want to burden Robin with it if I don't have too.

Ms. Hough commented copy me and I'll just do what I normally do and send Bill what I normally do.

There was a brief discussion on the website.

517 Speed Limit Study – Councilman Ciasullo commented he has to ask Robin we changed the process in doing the OPRA; Robin was going to get the information directly.

Ms. Hough explained she sent an email to the Chief and he said he would get me the information as soon as possible. Then she will just redo the letter and submit that.

Councilman Ciasullo explained Robin had done the letter; he wanted that information to go with the letter. Once the letter is submitted maybe after the next meeting we can take this off the agenda.

NEW BUSINESS

There was no new business.

PUBLIC SESSION

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

Suzann Brush, Ogdensburg explained she came tonight to find out why Heaters Pond wasn't open to swim.

Councilwoman Cowdrick explained it was because of not having enough lifeguards apply; we are trying.

Ms. Brush asked if you can swim at your own risk.

Mayor Hutnick commented the pond has never been swim at your own risk. We are not allowed to. Councilwoman Cowdrick added not ever. Mayor Hutnick commented risk management will not allow us to open the pond for swimming without lifeguards for swimming.

There was a discussion on the pond, swimming, Ogdensburg offering training at the pond for lifeguards and there is a nationwide lifeguard shortage.

Ms. Brush explained the last town event went well; are you looking into doing anymore. Councilwoman Cowdrick commented she emailed her and explained she had been working with Ms. Brush.

There was a brief discussion on additional town events.

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

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

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

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Nays: None Absent: Alvarez Abstain: None

Councilwoman Cowdrick recused herself from executive session and left the room.

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;

Contract negotiation.

At 8:04pm the Mayor and Council went into executive session.

At 8:25pm the Mayor and Council returned from executive session.

There was an error with the recording equipment so there is no recording for the payment of voucher and adjournment just hand-written notes.

Councilwoman Cowdrick returned to the regular meeting.

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

DATE	CHECK #	PAID TO	AMOUNT
7/8/202	4	34719 Action Data Services, Inc.	122.88
7/8/202	4	34720 Airgas USA	83.94
7/8/202	4	34721 Aurora Electrical Supply	566.53
7/8/202	4	34722 B and R Uniform	107.9
7/8/202	4	34723 Blue Diamond Disposal, Inc.	21,719.18
7/8/202	4	34724 Brightspeed	56.45
7/8/202	4	34725 Brightspeed	50.75
7/8/202	4	34726 Bullseye Calibration of NJ	145
7/8/202	4	34727 Complete Security Systems, Inc.	29.2
7/8/202	4	34728 Emergency Equipment Sales & Service LLC	4,587.00

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7/8/202	4	34729	Fred Yarosz Janitorial Services LLC	570
7/8/202	4	34730	Hardyston Township	3,567.08
7/8/202	4	34731	Home Depot	239.2
7/8/202	4	34732	Kuiken Brothers	277
7/8/202	4	34733	LINA	256.5
7/8/202	4	34734	Lumen Technologies Group	125.62
7/8/202	4	34735	Michel Marceau	67.45
7/8/202	4	34736	Rileighs Outdoor Decor	2,231.18
7/8/202	4	34737	Rutgers, The State University of NJ	1,350.00
7/8/202	4	34738	Stand Out Sports and Apparel	128
7/8/202	4	34739	Staples Business Advantage	177.45
7/8/202	4	34740	Sussex County Clerk	8
7/8/202	4	34741	Sussex County Municipal Utility	91.15
7/8/202	4	34742	Sussex County Treasurer	288,749.48
7/8/202	4	34743	Sussex County Treasurer	9,111.94
7/8/202	4	34744	Sussex County Treasurer	906.01
7/8/202	4	34745	Treasurer, State of New Jersey	885
7/8/202	4	34746	Treasurer, State of NJ	25
7/8/202	4	34747	Verizon Business	111.17
7/8/202	4	34748	Verizon Business	113.7
7/8/202	4	34749	Vernon Township	3,377.50

				339,837.26
				=====
				339,837.26

RCA VERNON

DATE	CHEC K #	PAID TO	AMOUNT
7/8/202	4	159	Sussex County Clerk
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			8

WATER OPERATING

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DATE	CHEC K #	PAID TO	AMOUNT
7/8/202			
4	5379	Braen Aggregates, LLC	881.77
7/8/202			
4	5380	Foley, Incorporated	1,156.15
7/8/202			
4	5381	Staples Business Advantage	17.52
7/8/202			
4	5382	State of New Jersey-PWT	101.59

			2,157.03
			=====
			=
			2,157.03

GRANT FUND

DATE	CHEC K #	PAID TO	AMOUNT
7/8/202			
4	34750	Hardyston Township	1,932.92
7/8/202			
4	34751	Staples Business Advantage	177.23

			2,110.15
			=====
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			2,110.15

WATER/SEWER CAPITAL

DATE	CHEC K #	PAID TO	AMOUNT
7/8/202			
4	1056	Foley, Incorporated	74,643.85

			74,643.85
			=====
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			74,643.85

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

Meeting adjourned at 8:26p.m.

Robin Hough, Borough Clerk

George P. Hutnick, Mayor

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