

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
September 23, 2024**

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

Mayor Hutnick led the Pledge of Allegiance.

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

Absent: None

Also, in attendance was 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.”

**OATH OF OFFICE TO SERGEANT DAVID COWDRICK BY CHIEF STEPHEN GORDON**

Mayor Hutnick explained before we continue; we are going to skip the oath of office until the end of the meeting and go right to consent agenda.

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

**CONSENT AGENDA**

1. Approval of regular meeting minutes from September 9 2024.
2. Approval of Resolution 65-2024 authorizing the discharge of mortgage from the Ogdensburg Home Improvement Program for the property located at 26 Edison Ave., Ogdensburg, NJ in the amount of \$20,000.00
3. Accept for filing Franklin Borough Ordinance 14-2024.
4. Accept for filing Hardyston Township Ordinance 2024-14.

**Upon Roll call Vote:**

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

Nays: None Absent: None Abstain None

**RESOLUTION 66-2024 APPOINTMENT OF LABOR 1**

Councilman DeMeo made a motion to adopt resolution 66-2024 appointment of labor 1 position to the Department of Public Works. Seconded by Councilwoman Ruitenberg.

**Upon Roll call Vote:**

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

Nays: None Absent: None Abstain None

**ADOPTION OF ORDINANCE 10-2024**

Councilman DeMeo made a motion to adopt Ordinance 10-2024 “AN ORDINANCE APPROPRIATING THE SUM OF \$23,000 CURRENTLY LOCATED WITHIN GENERAL CAPITAL – CAPITAL IMPROVEMENT FUND.” Seconded by Councilman Poyer.

**Prior to final roll call Mayor Hutnick opened the meeting to the public for any comments regarding ordinance 10-2024.**

There were no comments from the public.

**Prior to final roll call Mayor Hutnick closed the meeting to the public for any comments regarding ordinance 10-2024.**

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**Upon Roll call Vote:**

Yeas: Alvarez, Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg  
Nays: None Absent: None Abstain None

**ADOPTION OF ORDINANCE 11-2024**

Councilman DeMeo made a motion to adopt Ordinance 11-2024 “AN ORDINANCE APPROPRIATING THE SUM OF \$19,000 CURRENTLY LOCATED WITHIN WATER CAPITAL – CAPITAL IMPROVEMENT FUND.” Seconded by Councilman Poyer

**Prior to final roll call Mayor Hutnick opened the meeting to the public for any comments regarding ordinance 11-2024.**

There were no comments from the public.

**Prior to final roll call Mayor Hutnick closed the meeting to the public for any comments regarding ordinance 11-2024.**

**Upon Roll call Vote:**

Yeas: Alvarez, Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg  
Nays: None Absent: None Abstain None

**ADOPTION OF ORDINANCE 12-2024**

Councilman DeMeo made a motion to adopt Ordinance 12-2024 “BOND ORDINANCE TO AUTHORIZE THE ACQUISITION OF NEW ADDITIONAL OR REPLACEMENT EQUIPMENT AND MACHINERY AND NEW AUTOMOTIVE VEHICLES, INCLUDING ORIGINAL APPARATUS AND EQUIPMENT, IN, BY AND FOR THE BOROUGH OF OGDENSBURG, IN THE COUNTY OF SUSSEX, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$415,000 TO PAY THE COST THEREOF, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS.” Seconded by Councilman Poyer.

**Prior to final roll call Mayor Hutnick opened the meeting to the public for any comments regarding ordinance 12-2024.**

There were no comments from the public.

**Prior to final roll call Mayor Hutnick closed the meeting to the public for any comments regarding ordinance 12-2024.**

**Upon Roll call Vote:**

Yeas: Alvarez, Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg  
Nays: None Absent: None Abstain None

**INTRODUCTION OF ORDINANCE 13-2024**

Councilman DeMeo made a motion to introduce Ordinance 13-2024 entitled “AN ORDINANCE OF THE BOROUGH OF OGDENSBURG, COUNTY OF SUSSEX AND STATE OF NEW JERSEY REPEALING CHAPTER 20 OF THE BOROUGH CODE ENTITLED “FLOOD DAMAGE PREVENTION” IN ITS ENTIRIETY AND ADOPTING NEW CHAPTER 20 ENTITLED “FLOOD MANAGEMENT REGULATIONS.” Seconded by Councilman Ciasullo.

**Public hearing will be held on October 16, 2024.**

**Upon Roll call Vote:**

Yeas: Alvarez, Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg  
Nays: None Absent: None Abstain None

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**OLD BUSINESS**

Lead Line Replacement Plan –

Councilman Ciasullo explained we are putting one of the notices in the newsletter. The State is allowing us to put the letter in the newsletter. Robin and I have to sit down with the proposed letter and put a little information into it and that will be included in the newsletter.

Ms. Hough asked if anybody looked at the letter that she sent.

Councilman Ciasullo commented he has them, we will just sit down and put in who to contact. We will fill in items that are highlighted with the appropriate information for Ogdensburg. The contact is going to have to be somebody official from the Borough.

Ms. Hough explained some of the information in yellow she highlighted to make sure it is correct.

Councilman Ciasullo commented yes, that is really the only thing. That letter will go in the newsletter. Then we have a report coming up for next month.

Ogdensburg Mass communications system –

Councilman Ciasullo commented he thinks at the last meeting he mentioned he spoke to civil plus and explained the conversation with them. The cost is approximately thirty-five hundred per year.

There was a brief discussion on the mass communication system.

DPW Department –

Councilwoman Ruitenbergh explained one of the former labor 1 that was here before and left for a bigger opportunity turned out to be not so. So, he saw the opening and applied back, he is familiar with the town, he has been here before, he was here last winter and knows the routine. So just like the other individual at DPW they both will need to get their CDL so they can operate a bigger truck when the time comes.

Councilman DeMeo commented we should probably get them both scheduled as soon as possible.

Police Department –

Chief Gordon commented as you know so far two officers have filed for retirement. Probably by April 1 of next year three people will be more less on leave. If we hire now it takes about three months, Psychological tests, physicals everything with the new licensing law and the depth of the background check. We know what is on social media, we know more about you than you know about yourself. We learn that with doing background checks for both Simone and Giordano; the extensive amount of time it takes. That was a crunch for both himself and a sergeant basically working two weeks straight and that is all they did.

Chief Gordon explained the other thing is the psychological test they expanded it to take up to 90 days where they can give us the results. We can send somebody for the psychological test and they can tell us on day 90 the results. The only problem is if you wait too long you can't get into the academy without the psychological test result. At this point in time we know we need three officers; we need to start looking now to fill those positions. Because between now and the middle of December is how long it will take to get everything done and the academy starts on January 8<sup>th</sup>; you have to be registered for the academy 20 days prior to January 8<sup>th</sup>.

Sgt. Sanfilippo commented plus you have the holidays in between we are already in a crunch.

Mayor Hutnick asked what would be the stop date that is too late.

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Chief Gordon commented we are already there.

Chief Gordon commented we really need to start now; we had one person who was interested in trying to transfer here who already has a PTC which would help tremendously because all we would need to do is field training, give him a uniform and he would be on the road within 35 to 45 days.

Sgt. Sanfilippo commented and a vest.

Chief Gordon commented a vest is a six week turn around now. Anybody else would have to go through the academy. Transfers are far and few in between most are waivers and/or list which again requires the academy.

Councilman DeMeo asked the Chief what is the next step.

Chief Gordon commented the next step is to give him the Council's blessing to hire. It is going to be painful for the budget but in the long run it will be better and more beneficial for the borough. It is going to help keep the continuity of the police department without any major glitches. Because if we don't hire three and we wait until June of next year we are still going to be down almost another year; if you send somebody to the academy in June they are not getting out until December. Now you are into 2026.

Councilman DeMeo asked Mike Marceau, CFO what does that do to us for the budget.

Mr. Marceau explained he would have to run the numbers. Do we have a potential hire date?

Chief Gordon commented yes, January 1 they would start.

Councilwoman Ruitenberg asked for the one that would already have his PTC?

Sgt. Sanfilippo commented if he is released it won't be until the middle of October that he would be released from his department to come here.

Councilwoman Ruitenberg asked for the start date?

Chief Gordon commented that would be on the conclusion of a favorable background check.

Councilman DeMeo commented you are probably still looking at January for them.

Chief Gordon explained no, probably the end of October middle of November. We could start the background check now what it really hinges on is the State of NJ they can block the lateral transfer. If they block it there is nothing we can do about it.

Mayor Hutnick commented start the process now with the hopes that he is released. If he is released we are ahead, we are on track. If he is not release. There is no harm to run it now. I'm fine, we know we need it and we need it now.

Chief Gordon commented we can hold off on the hire date as long as possible again there is the 20-day window of January 8<sup>th</sup>. So, the hire date would have to be the middle of December.

Mayor Hutnick commented this is what we will do; we don't have legal counsel here tonight we have a couple of things we need to check on. He agrees with the Chief and Sergeant that we need to do this. He thinks we are in good shape to do this does anyone have any questions with regards to this.

Councilman Ciasullo commented we need the numbers from Mike.

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September 23, 2024**

Mayor Hutnick commented yes, give Mike time to work the numbers.

Chief Gordon commented we can start background checks. We have some resumes within the past six months he will reach out to see if they are still good; because we haven't got that far out from the last hire date.

Councilman DeMeo asked Chief Gordon you don't need anything official from us to do background checks.

Chief Gordon commented no.

Councilman DeMeo asked you just need some direction from us as to whether we are in a position to hire.

Chief Gordon explained some of the people will be waiver hires and that will hinge on us going to their employer and the psychological test.

Sgt. Sanfilippo commented also, we can only go so far with the background investigations without offering employment. We have to offer employment before he can move forward with certain parts of the background.

Councilman DeMeo commented you have the ability to start the process.

Chief Gordon commented some of it.

Councilman DeMeo commented understood; we have to give Mike some time to look at the numbers.

Mayor Hutnick commented Mike will do what he needs to do and reach out to counsel. If there is anything on the background you can do get that out of the way so you are prepared.

**NEW BUSINESS**

Fall Newsletter

Mayor Hutnick explained one change with the draft newsletter we have to remove the rabies clinic because the newsletter will not go out before the clinic.

Councilman Ciasullo commented with the empty block there why don't we put something about cleaning up after yourself in the park area.

There was a discussion on the garbage thrown around at the Municipal Park by the tennis courts.

**PUBLIC SESSION**

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

There were no comments from the public.

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**

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Councilman DeMeo 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, DeMeo, Poyer, Ruitenberg

Nays: None Absent: None Abstain: None

**CURRENT**

DATE	CHECK #	PAID TO	AMOUNT
9/23/2024	34898	Action Data Services, Inc.	180.89
9/23/2024	34899	Amazon	807.6
9/23/2024	34900	Anthony Giordano	36.12
9/23/2024	34901	Aurora Electrical Supply	3.69
9/23/2024	34902	Blue Diamond Disposal, Inc.	21,735.35
9/23/2024	34903	Edmonds GovTech, Inc.	560
9/23/2024	34904	Elizabethtown Gas	36.79
9/23/2024	34905	Elizabethtown Gas	37.34
9/23/2024	34906	Elizabethtown Gas	38.5
9/23/2024	34907	Elizabethtown Gas	198.49
9/23/2024	34908	Fred Yarosz Janitorial Services LLC	463
9/23/2024	34909	Genserve, LLC	112.5
9/23/2024	34910	JCP&L	1,918.22
9/23/2024	34911	JCP&L	123.53
9/23/2024	34912	JCP&L	39.6
9/23/2024	34913	JCP&L	2,247.94
9/23/2024	34914	JCP&L	236.12
9/23/2024	34915	JCP&L	1,255.04
9/23/2024	34916	JCP&L	811.94
9/23/2024	34917	Lumen Technologies Group	125.62
9/23/2024	34918	Montague Tool & Supply Co	144.14
9/23/2024	34919	Morris County Public Safety	1,000.00
9/23/2024	34920	New Jersey Herald	142.5
9/23/2024	34921	Noah's Ark Port-a-Jon	352
9/23/2024	34922	Robin Hough	49.48
9/23/2024	34923	Schenck Price Smith & King LLP	4,528.23
9/23/2024	34924	Sparta Discount Tire, Inc.	303
9/23/2024	34925	Staples Business Advantage	222.94
9/23/2024	34926	Sussex County Municipal Clerk Assoc	15
9/23/2024	34927	Tri State Paper and Janitorial Supply	399.1
			-----
			38,124.67
			=====
			38,124.67

**GRANT FUND**

DATE	CHECK #	PAID TO	AMOUNT
9/23/202			
4	34928	Garden State Laboratories, Inc.	1,795.00
9/23/202			
4	34929	Ogdensburg Board of Education	518

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September 23, 2024**

9/23/202	4	34930	Staples Business Advantage	101.2
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				2,414.20
				=====
				=
				2,414.20

DOG FUND

DATE	CHEC K #	PAID TO		AMOUNT
9/23/202	4	319	FRA Technologies, Inc	675
				-----
				675
				=====
				=
				675

PAYROLL

DATE	CHEC K #	PAID TO		AMOUNT
9/23/202	4	1337	AFLAC	562.96
				-----
				562.96
				=====
				=
				562.96

GENERAL CAPITAL

DATE	CHEC K #	PAID TO		AMOUNT
9/23/202	4	1204	Challenger Fence Inc.	7,000.00
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				7,000.00
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				=
				7,000.00

WATER OPERATING

DATE	CHEC K #	PAID TO		AMOUNT
9/23/202	4	5395	Staples	21.24
				-----
				21.24
				=====
				=
				21.24

RCA VERNON

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14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
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DATE	CHEC K #	PAID TO	AMOUNT
9/23/2024	4 160	MAJP Construction, LLC	16,825.00
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			16,825.00
			=====
			=
			16,825.00

UNEMPLOYMENT TRUST

DATE	CHEC K #	PAID TO	AMOUNT
9/23/2024	4 128	State of NJ division of Employer Accounts	1,951.60
			-----
			1,951.60
			=====
			=
			1,951.60

**OATH OF OFFICE TO SERGEANT DAVID COWDRICK BY CHIEF STEPHEN GORDON**

At this time Chief Gordon administered the oath of office to Sergeant David Cowdrick.

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

Meeting adjourned at 7:35p.m.

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

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