

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
November 25, 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 Joseph Maddaloni, 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.”

Councilman DeMeo made a motion to approve the consent agenda. Seconded by Councilwoman Cowdrick.

Councilwoman Ruitenberg commented she had a question about item 2. Is that the cheapest we could get; did we try to look into the County to see how much it would cost?

Sgt. Dave Cowdrick commented their radios (County) are not as good as Sparta’s are and they just revamped everything in Sparta. Our radios are crystal clear now.

Mayor Hutnick explain each time we renewed the contract we looked into the County but it didn’t work. The guys like Sparta.

Councilwoman Ruitenberg commented it’s not about who we like it is a financial [matter].

Sgt. Sanfilippo explained we are on the same frequency as Sparta, Franklin and Ogdensburg; we are all working with each other. It is imperative we are all on the same channels. The County isn’t reliable.

Councilman Ciasullo commented as the Mayor said we had looked into it over the years. There have always been multiple reasons why.

Sgt. Sanfilippo explained the radios are the clearest they have every been and that is without us upgrading our radios.

Councilman Ciasullo asked Sgt. Sanfilippo it isn’t direct if we use the county? Sgt. Sanfilippo commented it isn’t direct.

Councilman Ciasullo commented so there is a lapse in time.

Sgt. Sanfilippo explained the upgrade and the radios are the fastest they have ever been during his entire career here the last few weeks.

CONSENT AGENDA

1. Approval of regular meeting minutes from November 12, 2024.
2. Approval of Resolution 75-2024 authorizing and approving interlocal agreement for 9-1-1 Public Safety answering point communication series by and between the Borough of Ogdensburg and Sparta Township.
3. Approval of Resolution 76-2024 authoring the water collector to credit water account 1593 address 6 Wallkill Terrace, Ogdensburg Block 26.09 Lot 35 in the amount of \$579.26.
4. Accept for filing letter dated November 14, 2024 from NJDEP Re; New & undated electronic reporting requirement (Water Quality Parameter, Disinfection Residuals & Lead Service Line Inventories).

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5. Accept for filing letter dated November 20, 2024 from Robert Tessier, PP, AICP regarding areas in need of Redevelopment.

Upon Roll call Vote:

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

Nays: None Absent: None Abstain None

OLD BUSINESS

Lead Line Replacement Plan – Poyer/Ciasullo/Ruitenberg

Councilman Ciasullo commented there is nothing new; we could take this off the agenda and put it back on when we need too.

Ms. Hough asked if anyone saw the emails going back and forth. Ms. Hough explained first the State said we weren't in compliance for this year, all the information was recent. Then 2023 had to be recent.

Councilman Ciasullo commented as of now we are fine and thanked the clerk from everybody for working on this.

Employee Handbook –

Councilwoman Ruitenberg asked if we received updates back.

Councilman DeMeo explained some council members were having problems reading the information on their phones so he asked Robin to give everyone copies. He had asked Mr. Maddaloni to review it as well and we had a discussion earlier. Councilman DeMeo commented he believes from a legal standpoint we are ok; the one thing Mr. Maddaloni suggested and he agrees with him is in the last section we are adding the certification classes in addition to the language in the handbook which is a stand-alone agreement the employee signs upon certification. Technically we don't have contracts we have a handbook.

Mr. Maddaloni commented the handbook has disclaimers it is not a contract.

Councilman DeMeo commented Mr. Maddaloni is going to send us a template; he would like to get this resolved.

Mr. Maddaloni commented the personal commissioner language does appear elsewhere in the handbook and as you move forward to update the handbook make sure that is removed.

Councilman DeMeo commented we are going to have to go through the entire handbook. We are probably due to update it. If the Mayor wants to continue the committee we will keep working on the handbook one section at a time.

Mayor Hutnick commented it has to be updated ever so often so let's make sure it is current on rules and regulations.

Christmas Party – Mayor Hutnick commented the Christmas Party is scheduled for December 21 at 5:00pm at the Fire House. The fire department is unable to cook this year; they don't have anybody available. Unless anyone has any thoughts, he would do what we normally do; utilize all the local business that provide food for dinner and explained the different options.

NEW BUSINESS

Municipal Drug Alliance –

Councilwoman Cowdrick explained we have an update on Municipal Drug Alliance. The Borough is going to get some extra funding; we are up to twenty-four seventy-five right now starting in January. As long as funds are available they will give this to the Borough until 2028.

Councilwoman Cowdrick commented she has been working with Dave Astor on this; we are going to start in January.

Mr. Astor explained Girls on the Run program.

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Councilwoman Cowdrick explained they are coming up with different ways to spend money and get the information out to the community. We can do things for the seniors, middle age; the center for prevention comes out for all the events with information that is age appropriate for that group of people we are targeting for that event.

Councilwoman Cowdrick commented one thing we can do is a scholarship and explained how the town can use this for a scholarship of an Ogdensburg student attending Wallkill Valley, Vo-tech and/or Pope John.

There was a discussion on the scholarship.

Mayor Hutnick commented a few months ago he brought to the Council's attention we received a State violation from NJDOT for the signage at the corner of 517 and Brooks Flat because they decided it was time to enforce a sign law that they had in place and explained the law. Other towns have received violations. The sign on the corner of 517 and Brooks Flat was approved by the town almost 20 years ago and we have all the permits from the county but the State didn't grant a permit for that. Mayor Hutnick explained the Borough's choices for the sign. In order to be in compliance, the sign will be covered until this issue is resolved. The Mine and AA storage have been notified.

There was a discussion on the violation, sign and how to resolve this issue.

Mayor Hutnick explained the information in the packet from LEW Environments, they used the wrong logo which will be changed. The only expense to the Borough is the postage for the postcard to be mailed out. They already received a copy of the Borough's data base so they can start identifying the landlords. The only thing we have to decide as a council is a fee municipalities are allowed to charge to the landlords for processing whether it is a twenty-five- or fifty-dollar fee. We are not required to do it, this is an option if we want to do that. If we do we have to create an ordinance that states the fee.

Councilwoman Ruitenberg asked what is something you can use the funds for?

Mayor Hutnick commented he didn't know.

There was a discussion on whether or not to charge the fee, this is based on the property not the tenants.

Mayor Hutnick explained the inspection is good for so many years then they have to get it reinspected. This will have to be decided in the future.

Councilwoman Ruitenberg explained she spoke with Easy Wheels regarding getting the two DPW employees their CDL; this is in Augusta. The cost is \$3,999.00 for each employee. We need a BRC and a W-9 for creating them as a vendor. From there we need a PO done so we can send them over with a PO so they can register; then schedule everything accordingly.

Councilman DeMeo commented before we can do that we need to pass this policy [in the handbook].

Councilwoman Ruitenberg commented she is just saying this is what it is going to cost.

Councilman DeMeo commented then we need to get that handbook amendment passed.

Mayor Hutnick commented we can get everything going, get the account set up and ready to go.

Councilman Demeo commented we can adopt the policy the next meeting.

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Councilman Ruitenberg commented we talked about this a few months ago; then it was tabled. As far as promoting from within and advertising for a new assistant in DPW do you want to wait?

Where are we in this?

Mayor Hutnick commented we have Jake that will slide into the Supervisor position. There was a discussion on advertising for the assistant and have them start January 1st, get the advertising done, following civil service and the assistant is competitive position.

It was decided to put out the advertisement for the Assistant DPW Position.

Mayor Hutnick commented to start the process and then we can do the interviews.

Mayor Hutnick commented he checked on DPW after the storm, everything seemed well and there were no issues.

Councilwoman Ruitenberg commented in this year's budget we put money in for conferences for the Council to attend, lodging and mileage. Councilwoman Ruitenberg explained she went to a conference and there was an issue with that; she is trying to figure out what we [the council] are doing.

Mayor Hutnick commented there is no issue with you going to the conference the issue is with paying for the hotel stay; which we denied an employee for the same scenario. He isn't going to approve a Council person for an hotel stay when he denied an employee.

Councilwoman Ruitenberg commented because it wasn't in the handbook and we don't have the handbook done.

Mayor Hutnick commented when an employee goes to the conference it's for training purposes.

Councilman Ciasullo asked what employee did we turn down.

Councilwoman Ruitenberg replied Jake for CPWM conference.

Mr. Marceau commented the tax assessor also.

Councilwoman Ruitenberg commented she doesn't remember anything about the tax assessor conference [discussion].

There was a discussion on attending classes, tax assessor goes every year, at the moment we don't have a policy in writing and getting the amended handbook adopted. There was a discussion who approves classes.

Mr. Maddaloni explained the Council is responsible for approving any funds that support that particular expense; the decision as to how it gets applied is an administrator or an executive function not a legislative one. So, it would be the Mayor or the Mayor designee that would determine whether that particular request meets the qualification of the policy. The Council can decide to fund or not to fund that particular item. Once you fund it then it becomes an executive decision on how it gets applied.

Councilman Ciasullo commented he was under the impression it becomes an executive session.

There was discussion on the policy, budget and the Borough not have a manager or administrator.

PUBLIC SESSION

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

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Jane Kroger, Ogdensburg Historical Society read a letter to the Mayor and Council thanking them for helping with Ogdensburg Day, the committee, Councilwoman Ruitenberg and Councilwoman- elect Lame for their time and effort in making it a success.

Jeanie Ortiz, 26 Willow Grove Court, Ogdensburg commented on her concerns about the tax delinquent notice she received.

Mayor Hutnick explained this all came about regarding the accountability of a check in August for the taxes in August.

Mrs. Ortiz commented she put the envelope with the statement and check in the drop box out front that is supposed to be a lock box that does not say to the residence put tax and water payments at your own risk, it does not say that I am responsible until somebody gets it. We feel that people don't know that; she only used that box twice and both time it disappeared, she had to cancel the check follow up and redo everything. One time it was an application for a permit form that was in 2020 during the pandemic, then she did it in August because she had no idea why the building was locked the day she put it in on August 7th it was not a weekend it was a normal weekday. She came here to hand deliver it the building was locked.

Ms. Hough asked what time were you here.

Mrs. Ortiz commented she doesn't remember but it was like around ten o'clock in the morning.

Ms. Hough commented we don't lock the door at ten o'clock in the morning.

Mrs. Ortiz said there was no sign of life it was not open. She put the payment in and it vanished. We have been in town 37 years and explained all the activities she was involved in. She feels this is unfair and the interested that is being calculated.

Mayor Hutnick explained he did look into this extensively; why your check didn't arrive from the outside of the building to the inside of the building he doesn't know; we checked, nobody else had called and said their documents have been missing from the outside to the inside. Regardless it is not here we didn't cash your check, you didn't get your canceled check back, the money didn't leave your bank account. Somehow it just vanished.

Mrs. Ortiz commented correct.

Mayor Hutnick commented we all agree on that. Now, speaking with the tax collector with regarding this issue there is something we can do if the Council agrees it is a one-time thing that we can do; NJ Statue 54:4.67 which allows us to give a discount for a payment of delinquent of interest. Basically, that means we can void out at a one-time deal if the Council agrees on these interest charges. But we have to have a resolution created to do that because it has to be fully documented for the auditors. It isn't something he or the Council can say don't worry about it we are good. It has to go through the process. You are not being charged anything else there is no more interest accruing there is no other penalty. That is what he can offer we have to follow the legal procedures.

Mrs. Ortiz asked would it also be somehow erased from her record that we were delinquent from that payment.

Mayor Hutnick commented that he doesn't have an answer to that. Mike Marceau, CFO nodded no [meaning it wouldn't reflect on her record].

Mayor Hutnick commented we need to create a resolution for the next meeting agenda. Mr. Maddaloni explained you can get it verbally approved but have a resolution next meeting.

Councilman DeMeo commented you are worried about the auditors; it should be by resolution on the next agenda.

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Mr. Maddaloni commented that would be the best way to proceed.

Councilman DeMeo commented be it resolved that we credit not to exceed sixty dollars pursuant to the section 54:4.67 to 26 Willow Grove Court, Ogdensburg block 26.06 Lot 39.01.

Mr. Maddaloni commented to be formerly memorialized by resolution at the next Council meeting in December.

Councilman Demeo made the motion. Seconded by Councilwoman Ruitenberg.

Upon Roll call Vote:

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

Nays: None Absent: None Abstain None

Dave Astor, Superintendent, Ogdensburg Elementary School.

Mr. Astor commented he wanted to update the Council on a couple of issues. The recent one is busing; there are parents that are requesting busing be restarted again for morning and drop off. Mr. Astor explained he did look into this last year; the issue is there is a shortage of bus drivers and buses. We are a walking district and we have parents that would take advantage of it. There was a long time ago a parent paid route. That went away 2016 or 2017; trying to get this instituted again is very difficult. If you hear anything about busing that the Board of Ed should pay for busing you know that isn't going to happen that would be a huge traumatic increase in their budget and they would probably have to go out for a referendum because two percent isn't going to cover one route let along three buses.

There was a discussion on providing busing and cost, what other schools do, we are a walking district, we don't have sidewalks, County determines the bus stops, the school is in the two-mile radius where children can walk and safety. The discussion continued regarding the need for sidewalks in the Borough, parent paid buses, choice students, applying for a grant for sidewalks and the KEEP program at the school.

Mr. Astor explained the other issue is feasibility study that is happening for regionalization amongst the sending districts of Wallkill. Wallkill initiated the study, Hamburg jumped on board, they only needed two districts to put forth the study whether it is feasible or not. Franklin jumped on board, Hardyston and Ogdensburg were not in favor until we found out that there would be two committees, there would be an advisory committee where all the sending districts would be represented. Then there would be a decision-making committee; which would be what we call partnering district. So, the decision-making districts would listen to the advisory committee and make their own decision on whether they would go a certain route or not. The Board felt it was in Ogdensburg best interest to be part of that decision-making committee. So, we jumped on the partnering committee and so did Hardyston. All the districts are part of the decision-making committee. We did have a meeting with the group that is doing the survey and data collection; that data collection was supposed to start immediately after that meeting. We just heard there was an issue within Rowen and that data start has been stopped and on hold. They will let us know when that will begin again.

There was a decision on the data being collected, whether is was cost saving, administration, PD, curriculum, what isn't going to be put in there is if the district is regionalized what will be the make up of the schools, will Ogdensburg stay K-8 or will Ogdensburg be K-3 and the cost to be added for transportation to take students to other districts.

Mr. Astor commented there will be another meeting and he will bring up these facts on costs.

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.

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EXECUTIVE SESSION

There was not executive session.

PAYMENT OF VOUCHERS

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

Councilwoman Ruitenberg questioned a pension payment from July. Mr. Marceau explained the charge.

Upon Roll call Vote:

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

Nays: None Absent: None Abstain: None

CURRENT

| DATE | CHECK # | PAID TO | AMOUNT |
|-------------|----------------|-------------------------------------|---------------|
| 11/25/2024 | 35106 | Action Data Services, Inc. | 957.53 |
| 11/25/2024 | 35107 | Allied Oil | 1,017.27 |
| 11/25/2024 | 35108 | Amazon | 99.5 |
| 11/25/2024 | 35109 | Brightspeed | 54.92 |
| 11/25/2024 | 35110 | Brightspeed | 63.92 |
| 11/25/2024 | 35111 | Brightspeed | 59.66 |
| 11/25/2024 | 35112 | Brightspeed | 101.33 |
| 11/25/2024 | 35113 | Brightspeed | 253.87 |
| 11/25/2024 | 35114 | Brightspeed | 391.09 |
| 11/25/2024 | 35115 | BrightSpeed | 760.04 |
| 11/25/2024 | 35116 | Brightspeed | 19.9 |
| 11/25/2024 | 35117 | Bruno Associates, Inc. | 531.25 |
| 11/25/2024 | 35118 | Elizabethtown Gas | 56.98 |
| 11/25/2024 | 35119 | Elizabethtown Gas | 110.37 |
| 11/25/2024 | 35120 | Elizabethtown Gas | 93.75 |
| 11/25/2024 | 35121 | Elizabethtown Gas | 445.68 |
| 11/25/2024 | 35122 | ESO Solutions, Inc | 1,633.00 |
| 11/25/2024 | 35123 | Fred Yarosz Janitorial Services LLC | 463 |
| 11/25/2024 | 35124 | JCP&L | 2,087.15 |
| 11/25/2024 | 35125 | JCP&L | 124.34 |
| 11/25/2024 | 35126 | JCP&L | 35.41 |
| 11/25/2024 | 35127 | JCP&L | 20.84 |
| 11/25/2024 | 35128 | JCP&L | 307.11 |
| 11/25/2024 | 35129 | KS State Bank | 614.8 |
| 11/25/2024 | 35130 | Lafayette Auto Parts | 85.86 |
| 11/25/2024 | 35131 | Lumen Technologies Group | 125.62 |
| 11/25/2024 | 35132 | Montague Tool & Supply Co | 755.13 |
| 11/25/2024 | 35133 | My Corporate Hosting Solutions, LLC | 329.25 |
| 11/25/2024 | 35134 | Napa Auto Parts | 43.8 |
| 11/25/2024 | 35135 | New Jersey Herald | 356.46 |
| 11/25/2024 | 35136 | Police & Firemen's Retirement Sys. | 28.87 |
| 11/25/2024 | 35137 | Public Employee's Retirement System | 14.18 |
| 11/25/2024 | 35138 | Quadient Leasing USA, Inc. | 411.3 |
| 11/25/2024 | 35139 | Ross, Chris | 145 |
| 11/25/2024 | 35140 | Sussex County Municipal Utility | 335.7 |
| 11/25/2024 | 35141 | Township of Sparta, Police Dept. | 15,197.25 |
| 11/25/2024 | 35142 | Treasurer, State of New Jersey | 286.5 |

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| | | | |
|------------|-------|-------------------------|-----------|
| 11/25/2024 | 35143 | Weldon Asphalt | 3,782.24 |
| 11/25/2024 | 35144 | Wielkocz & Company, LLC | 7,375.00 |
| | | | 39,574.87 |

Total Breakdown

| | |
|---------|-----------|
| | Totals |
| Printed | |
| Checks | 39,574.90 |
| Totals | 39,574.90 |

WATER OPERATING

| DATE | CHECK # | PAID TO | AMOUNT |
|------------|---------|---------------------------------|--------|
| 11/25/2024 | 5409 | Garden State Laboratories, Inc. | 460 |
| 11/25/2024 | 5410 | Hamburg Plumbing Supply Co | 128 |
| | | | 588 |

Total Breakdown

| | |
|---------|--------|
| | Totals |
| Printed | |
| Checks | 588 |
| Totals | 588 |

PAYROLL

| DATE | CHECK # | PAID TO | AMOUNT |
|------------|---------|---------|--------|
| 11/25/2024 | 1339 | AFLAC | 844.44 |
| | | | 844.44 |

Total Breakdown

| | |
|---------|--------|
| | Totals |
| Printed | |
| Checks | 844.4 |
| Totals | 844.4 |

GRANT
FUND

| DATE | CHECK # | PAID TO | AMOUNT |
|------------|---------|----------------------|----------|
| 11/25/2024 | 35145 | AmeriMar k Direct | 2,001.79 |
| | | | 2,001.79 |

Total Breakdown

| | |
|---------|----------|
| | Totals |
| Printed | |
| Checks | 2,001.80 |
| Totals | 2,001.80 |

GENERAL CAPITAL

| DATE | CHECK # | PAID TO | AMOUNT |
|------------|---------|-------------------------------------|-----------|
| 11/25/2024 | 1210 | Jacob Kinney | 60 |
| 11/25/2024 | 1211 | McGrath Municipal Equipment, LLC | 37,063.00 |

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37,123.00

Total
Breakdown

| | Totals |
|---------|----------|
| Printed | 37,123.0 |
| Checks | 0 |
| | 37,123.0 |
| Totals | 0 |

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

Meeting adjourned at 8:22p.m.

Robin Hough, Borough Clerk

George P. Hutnick, Mayor