

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
December 9, 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 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.”

Chief Gordon introduced Anthony Colon and Joseph Dean to the Mayor and Council and gave a brief background of the two newest officers.

At this time Chief Gordon administered the OATH OF OFFICE TO PATROLMAN ANTHONY COLON.

At this time Chief Gordon administered the OATH OF OFFICE TO PATROLMAN JOSEPH DEAN.

Mayor Hutnick welcomed the new officers and congratulated them.

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

CONSENT AGENDA

1. Approval of regular meeting minutes from November 25, 2024.
2. Approval of Resolution 77-2024 approving the holiday schedule for 2025.
3. Approval of Resolution 78-2024 appointing a fund commissioner for the 2025 fund year.
4. Approval of Resolution 79-2024 appointing a Risk Management consultant for the 2025 fund year with attached Risk Management Consultant’s Agreement.
5. Approval of Resolution 80-2024 approving the agreement between Space Wild Animal Farms Inc. and the Borough of removal of deer carcasses from the Municipal Right-of-way.
6. Approval of Resolution 81-2024 to cancel a 2024 balance for property tax in the amount of \$46.72 for 26 Willow Grove Court, Ogdensburg, NJ Block 26.06 Lot 39.01.
7. Approval of Resolution 82-2024 to redeem a third-party tax sale certificated #2020-004 for 13 Lincoln Ave. Block 3.02 Lot 13 to Culmac Investors, Inc. Box 251 Monmouth Beach, NJ 07750 in the amount of \$62,561.13.
8. Approval of Resolution 83-2024 to redeem a third-party tax sale certificate #2022-015 for 8 Plaskon Terr., Ogdensburg, NJ Block 26.04 Lot 3 to PRO CAP 8 FIRSTRUST BANK, P.O. Box 774, Fort Washington, PA 19034 in the amount of \$2,017.83.
9. Approval of Resolution 84-2024 authorizing an approval to tax exemption pursuant to N.J.S.A. 54:4-3.30, ET SEW for Robert Waszut.
10. Approval of Resolution 86-2024 transfer of appropriations (2024 Municipal Budget)
11. Accept for filing letter from JCP & L Notification of planned transmission line work.
12. Accept for filing Hardyston Township Ordinance 2024-14.
13. Accept for filing letter dated December 1, 2024 from Sussex County Municipal Utilities Authority re; 2025 Rate Schedule.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenberg

Nays: None Absent: Alvarez Abstain None

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Resolution 77-2024

BE IT HEREBY RESOLVED to amend the holiday schedule and that the following holidays will be observed in the Borough of Ogdensburg in 2025 and no Borough business will be transacted on these days:

January 1st----- New Year’s Day
 January 20th -----Martin Luther King Day
 February 17th -----President’s Day
 April 18th -----Good Friday
 May 26th -----Memorial Day
 July 4th-----Independence Day
 September 1st -----Labor Day
 October 13th -----Columbus Day
 November 11th -----Veterans’ Day
 November 27th & 28th ----- Thanksgiving Holiday
 December 24th and 25th -----Christmas Recess

* If a scheduled holiday falls on a Saturday, the Friday before shall be observed as the holiday; if a scheduled holiday falls on a Sunday, the Monday after shall be observed as the holiday.

Resolution 78-2024

WHEREAS, the Borough of Ogdensburg (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Ogdensburg (Local Unit) that George P. Hutnick, Mayor (*entity’s elected official or employee*) is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2025**; and

BE IT FURTHER RESOLVED that Robin Hough, Borough Clerk (second elected official or employee) is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2025**; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Resolution 79-2024

WHEREAS, Borough of Ogdensburg (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Sussex and State of New Jersey, as follows:

1. Borough of Ogdensburg (Local Unit) hereby appoints Arthur J. Gallagher Risk Management Service Inc. its Risk Management Consultant.
2. The Mayor (*authorized representative of the public entity*) and Risk Management

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Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year **2025** in the form attached hereto.

Resolution 80-2024

WHEREAS, the Governing Body of the Borough of Ogdensburg to enter into an agreement with Space Wild Animal Farms Inc. for the removal of deer carcasses from the municipal road right-of-way for the fee of \$27.00 per deer;

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Ogdensburg to approve an agreement between Space Wild Animal Farm Inc. and the Borough of Ogdensburg for removal of deer carcasses from the municipal road right a way at a fee of \$27.00 per deer payable monthly through December 31, 2025.

Resolution 81-2024

Resolution to cancel 2024 Balance for :

Block : 26.06 Lot 39.01

26 Willow Grove Court

Ogdensburg NJ 07439

Owner: Roy M. & Jeanne M. Ortiz

Whereas, Regina Flammer, Tax Collector, has advised the above property balance for 2024 property tax should be cancelled .

Now, therefore be it resolved by the Council of the Borough of Ogdensburg County of Sussex, and State of New Jersey that approval be granted to cancel 2024 balance for property tax in the amount of \$46.72.

Block: 26.06 Lot 39.01

Resolution 82-2024

TO REDEEM THIRD PARTY TAX SALE CERTIFICATE# 2020-001

BLOCK 3.02 LOT 13

13 LINCOLN AVE

WHEREAS, THE TAX COLLECTOR, REGINA FLAMMER HAS ADVISED THAT PAYMENT HAS BEEN RECEIVED IN THE AMOUNT OF \$62561.13

(LIEN 22,561.13 PREMIUM 40,000.00)

TO REDEEM TAX SALE CERTIFICATE # 2020-001

WHEREAS,

CULMAC INVESTORS, INC

BOX 251

MONMOUTH BEACH, NJ 07750

IS THE HOLDER OF TAX SALE CERTIFICATE # 2020-001

AND AS MUCH IS DUE PAYMENT IN THE AMOUNT OF \$ 62,561.13

TO REDEEM SAME.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE BOROUGH OF OGDENSBURG, COUNTY OF SUSSEX, STATE OF NEW JERSEY, THAT APPROVAL BE GRANTED TO ISSUE A CHECK IN THE AMOUNT OF \$ 62,561.13

TO REDEEM TAX SALE CERTIFICATE # 2020-001

Resolution 83-2024

TO REDEEM THIRD PARTY TAX SALE CERTIFICATE# 2022-015

BLOCK 26.04 LOT 3

8 PLASKON TERR

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WHEREAS, THE TAX COLLECTOR, REGINA FLAMMER HAS ADVISED THAT
PAYMENT HAS BEEN RECEIVED IN THE AMOUNT OF \$2017.83**
(LIEN 1517.83 PREMIUM 500.00)

TO REDEEM TAX SALE CERTIFICATE # 2022-015

WHEREAS,

**PRO CAP 8 FIRSTRUST BANK
P.O. BOX 774
FORT WASHINGTON, PA 19034**

IS THE HOLDER OF TAX SALE CERTIFICATE # 2022-015

AND AS MUCH IS DUE PAYMENT IN THE AMOUNT OF \$ 2017.83

TO REDEEM SAME.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE
BOROUGH OF OGDENSBURG, COUNTY OF SUSSEX, STATE OF
NEW JERSEY, THAT APPROVAL BE GRANTED TO ISSUE A CHECK
IN THE AMOUNT OF \$ 2017.83

TO REDEEM TAX SALE CERTIFICATE # 2022-015

Resolution 84-2024

WHEREAS, on October 22,2024, the Veterans Administration assigned a 100% Disable Veteran rating to Mr. Robert Waszut, who took title and physically resides at Block 3.01 Lot 40 – 30 Bettino Dr, Ogdensburg, New Jersey

WHEREAS, the Borough Council approved the determination effective day December 3,2024 on which Mr. Waszut fully exempt from paying property taxes, thus the Tax Collector entered it onto the tax records for the year 2024 effective December 3, 2024 and

WHEREAS, the amount adjusted is \$726.02 for the year 2024 And overpayment for December and portion shall be refunded to Mr. Waszut the amount of \$726.02

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ogdensburg, County of Sussex, and State of New Jersey that Regina Flammer the Tax Collector be authorized to refund December portion of the Fourth quarter.

BE IT FURTHERE RESOLVED that a certified copy of the resolution be forward to the Tax Collector, the Chief Financial Officer and Township Auditors for their records.

Resolution 86-2024

On file in the clerk's office

RESOLUTION 85-2024

Councilman DeMeo made a motion to adopt resolution 85-2024 amending the Employee Handbook for the Borough of Ogdensburg. Seconded by Councilman Poyer.

Councilwoman Ruitenber commented she recalled at the last meeting we were going to go over this more in length and now it is on the agenda.

Councilman DeMeo commented we put it off for two weeks so everybody could look at the draft so if you have any comments on the draft now is this time. Otherwise this has been on the agenda for months.

Councilwoman Ruitenber commented it was also discussed at the last meeting that this has to be discussed in more detail. So, would it make sense for us to go ahead with it now and still make more adjustments or do them all at once.

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Councilman DeMeo commented if you are talking about the rest of the handbook no, it makes sense to move this now. If you are talking about these particular sections the whole point was you had two weeks to reach out with comments. Is there a problem with the sections we revised?

Councilwoman Ruitenber commented well there are still things that have to be amended; she was waiting for clarification from Council on something and she hasn't gotten that. She would like to table this again until the next meeting.

Ms. Hough explained we were trying to get this done because we have two DPW employees that need to get their CDL's and this has to be in place before they go.

Councilman DeMeo commented in general any educational reimbursement, training programs can't move forward until we get the policy in place.

Councilwoman Ruitenber asked so does two weeks effect that?

Mayor Hutnick commented the next meeting is in January.

Councilwoman Ruitenber commented we don't have another meeting in December?

Councilman DeMeo commented the next meeting is reorg and then the [regular] meeting is after that.

Councilman Ciasullo asked does it effect any higher education.

Councilman DeMeo explained we were going to start these two guys so they can get their CDL's done. If we want to do it under the program we put in then this has to get approved. We haven't enrolled anybody because after the last meeting Mr. Maddaloni said we shouldn't move anything forward until we approve the handbook. The rest of the handbook has to be reviewed but if we wait on this until the whole handbook is reviewed we won't get this policy in place until June.

Mr. Marceau asked without Mr. Maddaloni here can we remove those two sections and table the rest.

Councilman DeMeo commented we can amend our resolution to whatever we want. So, if we want to amend the resolution to only approve certain portions that is fine. We can amend it to only approve Article 5 and deleted the reference to Articles 2 and 3. We can just amend article 5.

Councilman DeMeo commented to amend the resolution approving article 5 tonight. Ms. Hough asked so we are removing article 2, 3 and 4.

Councilman DeMeo amended his motion to only approve article 5. Seconded by Councilman Poyer.

Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Poyer, Ruitenber

Nays: None Absent: Alvarez Abstain None

WHEREAS, the Borough of Ogdensburg ("Borough") has heretofore adopted an Employee Handbook setting forth the various policies, procedures and benefit programs of the Borough on April 27, 2020; and

WHEREAS, from time to time the Employee Handbook is reviewed and updated as determined necessary and desirable by the Mayor and Council; and

WHEREAS, the Mayor and Council have determined that certain revisions, amendments and updates to the Employee Handbook are necessary and desirable; and

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WHEREAS, the Mayor and Council desire to approve, adopt and implement certain changes to the Employee Handbook, as amended, effective immediately.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ogdensburg, County of Sussex and State of New Jersey that the following polices as revised or established are hereby approved and shall be incorporated in the Employee Handbook dated April 27, 2020, and be effective immediately upon adoption of this Resolution;

Article 5- Education/Tuition Reimbursement Policy

BE IT FURTHER RESOLVED that copies of the approved polices shall be distributed to all current employees of the Borough of Ogdensburg; and

BE IT FURTHER RESOLVED that all Borough employees shall acknowledge in writing receipt of the approved policies and the executed acknowledgement will be recorded in the employee's personnel file.

OLD BUSINESS

Municipal Drug Alliance – Councilwoman Cowdrick commented this can be removed.

Christmas Party – Mayor Hutnick reminder everyone the Christmas Party was on December 21 at 5:00pm at the fire house.

There was a brief discussion on the menu and setup.

NEW BUSINESS

DPW Department – Mayor Hutnick explained we have resumes coming in we will start reviewing those.

Councilwoman Ruitenberg commented last year we hired part time people hourly if we needed them [for plowing].

Mayor Hutnick explained we need to build a list.

There was a discussion hiring part time to plow.

Notification System – Mayor Hutnick explained he had a meeting with a company called Everbridge formally Nextel. They sent me over some pricing for their system.

There was a discussion on this notification system and cost.

Reorganization meeting for 2025 – Mayor Hutnick commented the reorg meeting will be held on Thursday, January 2, 2025 at 7:00pm.

Mayor Hutnick explained the importance of responding to the employee's emails and the importance of not discussing items that have not been placed on the agenda. There was a brief discussion on the agenda.

Councilman DeMeo thanked Councilman Poyer and Councilman Alvarez for their work and service to the Borough; this is there last meeting.

PUBLIC SESSION

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

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Justin Bello, President of Wallkill Valley Little League asked about the process for Wallkill Valley Little League to use the field and asked about the cost.

Councilwoman Cowdrick explained the application process.

There was a discussion on the process and how the cost is determined.

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

EXECUTIVE SESSION

There was no executive session.

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
12/9/2024	35146	Action Data Services, Inc.	179.79
12/9/2024	35147	Amazon	147.16
12/9/2024	35148	Atlantic Communications	451
12/9/2024	35149	Blue Diamond Disposal, Inc.	21,570.02
12/9/2024	35150	Brightspeed	56.93
12/9/2024	35151	Brightspeed	51.25
12/9/2024	35152	Bullseye Calibration of NJ	145
12/9/2024	35153	Complete Security Systems, Inc.	29.2
12/9/2024	35154	Edmonds GovTech, Inc.	1,150.00
12/9/2024	35155	Fred Yarosz Janitorial Services LLC	463
12/9/2024	35156	Home Depot	23.22
12/9/2024	35157	JCP&L	4,807.07
12/9/2024	35158	JCP&L	2,727.55
12/9/2024	35159	JCP&L	1,860.79
12/9/2024	35160	KS State Bank	307.4
12/9/2024	35161	Montague Tool & Supply Co	119.48
12/9/2024	35162	Morris County Public Safety	100
12/9/2024	35163	Nielsen Chevy Inc.	91.42
12/9/2024	35164	Ogdensburg Board of Education	229,059.50
12/9/2024	35165	One Call Concepts, Inc.	31.46
12/9/2024	35166	Robert Waszut	726.02
12/9/2024	35167	Schenck Price Smith & King LLP	3,874.75
12/9/2024	35168	Smith, Ken	822.61
12/9/2024	35169	Sussex County Municipal Utility	219.6
12/9/2024	35170	Tire King	30
12/9/2024	35171	US Postal Service	218
12/9/2024	35172	Van Cleef Engineering Assoc. LLC	294
12/9/2024	35173	Varcadipane Jr, William J.	2,093.00
12/9/2024	35174	Verizon Business	108.66
12/9/2024	35175	Verizon Business	113.7

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12/9/2024	35176	Verizon Wireless	123.09
12/9/2024	35177	Wallkill Valley Regional H.S.	94,847.84
Total:			366,842.51

WATER OPERATING

DATE	CHECK #	PAID TO	AMOUNT
12/09/2024	5411	Braen Aggregates, LLC	166.17
12/09/2024	5412	Hamburg Plumbing Supply Co	20.85
12/09/2024	5413	Main Pool & Chemical Co., Inc.	1,311.00
12/09/2024	5414	Reliable Restoration Logistics	2,000.00
Total:			3,498.02

ADMIN TRUST

DATE	CHECK #	PAID TO	AMOUNT	VOID	VOID DATE
		Pro Cap 8 FBO FirstTrust			
12/09/2024	2205	Bank	2,017.83		
12/09/2024	2206	Culmac Investors, Inc.	62,561.13		
Total:			64,578.96		
12/09/2024	2204	Culmac Investors, Inc.	62,256.13	VOID	12/11/2024

DEVELOPER'S ESCROW

DATE	CHECK #	PAID TO	AMOUNT
12/09/2024			
4	2114	Dolan & Dolan Esqs.	1,418.28
12/09/2024			
4	2115	Van Cleef Engineering Assoc. LLC	735.00
Total:			2,153.28

GENERAL CAPITAL

DATE	CHECK #	PAID TO	AMOUNT
12/09/2024			
4	1212	Atlantic Tactical of NJ, Inc.	5,120.48
12/09/2024			
4	1213	Van Cleef Engineering Assoc. LLC	999.00
Total:			6,119.48

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

Meeting adjourned at p.m.

Robin Hough, Borough Clerk

George P. Hutnick, Mayor