

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
May 27, 2025**

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

Mayor Hutnick led the Pledge of Allegiance.

**ROLL CALL:** Ciasullo, Cowdrick, DeMeo, Gandarinho, Lane, Ruitenberg, Mayor Hutnick

Absent: None

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, 2025."

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

**CONSENT AGENDA**

1. Approval of regular meeting minutes from May 12, 2025.
2. Approval of Resolution 56-2025 hiring lifeguards for the 2025 swim season.
3. Approval of an on-premise raffle license submitted by Ogdensburg PTO to be held on June 14, 2025 at the Ogdensburg Firehouse, 30 Main Street, from 12:00pm to 5:00pm on Ogdensburg Day.
4. Accept for filing letter dated May 13, 2025 to the Mayor and Council from Regina Flammer notification of retirement.
5. Accept for filing Borough of Franklin Resolution 2025-50.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick (Abstain #1), DeMeo, Gandarinho, Lane, Ruitenberg

Nays: None    Absent: None    Abstain None

**Resolution 56-2025**

**WHEREAS**, there is a need for the Borough of Ogdensburg to hire lifeguards for the remainder of the 2025 swim season at Heaters Pond; and

**WHEREAS**, the Borough is in receipt of twelve (12) applications from interested persons; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Ogdensburg that the following persons be hired for the 2025 swim season at the rate of pay indicated, subject to each providing the Borough with proof of valid and current certifications required for the lifeguard position:

**Lifeguards**

|                                    |                  |
|------------------------------------|------------------|
| Kyra Birchenough (Head Lifeguard)  | \$20.50 per hour |
| Natalie Demuth                     | \$18.50 per hour |
| Willow Palmer                      | \$18.50 per hour |
| Madeline Pugliano                  | \$18.50 per hour |
| Colby Palmer (Alternate Lifeguard) | \$18.00 Per hour |

**EXECUTIVE SESSION MINUTES**

Mayor Hutnick commented he has been asked to table this pending attorney review.

Councilman DeMeo made a motion to table the executive session minutes. Seconded by Councilwoman Ruitenberg. All were in favor.

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**ADOPTION ORDINANCE 04-2025**

Councilman DeMeo made a motion to introduce an ordinance 04-2025 entitled “CALENDAR YEAR 2025 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK”. Seconded by Councilwoman Lane.

**Prior to final roll call Mayor Hutnick opened the meeting to the public for any comments regarding ordinance 04-2025.**

Robert Armstrong, Ogdensburg asked what the three and a half percent was for.

Mr. Marceau explained the State of NJ allows for a COLA ordinance which is what this is. It is a cost of living adjustment; we have a 2.5% appropriation cap limit they allows us to increase it to the 3.5%. We are not actually raising spending 3.5% what it does is allow us to set aside, almost like a fictional pool of money that within the next three years if we need to increase spending we can dip into that cap bank. It is a formality.

**Prior to final roll call Mayor Hutnick closed the meeting to the public for any comments regarding ordinance 04-2025.**

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Lane, Ruitenberg

Nays: None Absent: None Abstain None

**INTRODUCTION ORDINANCE 05-2025**

Councilman Ciasullo made a motion to introduce an ordinance 05-2025 entitled “AN ORDINANCE APPROPRIATING THE SUM OF \$15,000 CURRENTLY LOCATED WITHIN GENERAL CAPITAL – CAPITAL IMPROVEMENT FUND”. Seconded by Councilman DeMeo.

**Public hearing will be held June 9, 2025.**

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Lane, Ruitenberg

Nays: None Absent: None Abstain None

**RESOLUTION 53-2025**

Councilwoman Ruitenberg made a motion to adopt resolution 53-2025 amending limited non-exclusive access, drainage & utility easement for the benefit of block 2, lots 7&8 (Landlocked Parcels). Seconded by Councilman Ciasullo.  
(This was tabled at the May 12, 2025 meeting.)

Mr. McBriar explained following the last meeting as you recall the Council preliminary approved the trajectory of the easement as proposed by the applicant. As depicted on sheet five of seven of the applicants engineering plans following that he reached out to JCP&L because one of the things we needed was the pole layout from the utility company. He contacted JCP&L with that request; he has not yet heard from them. He did give them the sheet five of seven asking that they depict the utility poles and lines. The reason we are doing that is if the easement has to be adjusted we can do that now. Now is the most economical opportunity to deal with that. We are also still waiting for a slight amendment to the plan which brings the easement out to Edison Drive. The wasn't included on the original mark up. Because those two items are necessary he is asking the Governing Body to again table this until those items are provided by the utility company and applicants engineer.

Councilman Ciasullo asked did we ask for those and just didn't get them yet or did we not?

Mr. McBriar explained no it was expanded; the applicant hadn't had those utility pole with the initial application before the Planning Board (Land Use Board). It's been with our engineer and

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appreciating the new trajectory of the easement it is foreseeable that those poles and lines may very well be within the fifty foot right of way; plus, or minus. If they are not though then we are going to have to redo the whole process. We are waiting for JCP&L. He thinks the applicant actually requested of us to let JCP& L know that the trajectory was preliminary approved to give us the information where the poles will be located. He doesn't think the applicant has to much say as to where they go. As those two items are essential for the easement. He already drafted the easement with place holders.

Mayor Hutnick asked do you have any idea how to get these people to move? This is getting silly.

Councilwoman Lane asked can't he get permits to start building at least? Instead of holding up this whole process.

Mr. McBriar explained there was an approval based on the easement that was granted. This is sort of retroactive approving a new trajectory. That is more of a Vreeland question or a planning board question. But generally, permits aren't granted when conditions of approval are left open or are otherwise violated. He can reach out and press JCP&L some more and work with Vreeland to do that as well.

Mayor Hutnick commented we know the utilities are going in.

Councilman DeMeo commented once we record the easement if they are not within the easement we have to go through the whole recording process again. He understands what Mr. McBriar is saying but he is also waiting on something from the applicant's engineers as well. When was that requested?

Mr. McBriar commented weeks ago; about a month ago and explained. There are a lot if issues here that are not necessarily the Borough's doing. But like he said a lot of times these things are evolving you work with the applicants engineer to identify the issues as they come up and to address them. He knows the applicant requested from the Governing Body some communications to JCP&L which we did since the last meeting. Mr. McBriar explain the individual he reached out to with JCP &L.

Councilman Ciasullo commented we are pretty certain the poles are not doing to fall [more than] fifty feet. But we still need to wait.

Mayor Hutnick asked if there was a partial improvement process?

Mr. McBriar commented he will reach out to them again tomorrow.

Councilman DeMeo made a motion to table resolution 53-2025. Seconded by Councilwoman Cowdrick.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Lane, Ruitenberg

Nays: None Absent: None Abstain None

**MUNICIPAL FACILITES AND RECREATION AREA APPLICATION**

Councilwoman Cowdrick made a motion to approve the Facility Use Application submitted by Michelle Nardini, ORA representative for the use of Heaters Pond and to determine the seasonal fee. (This was tabled at the April 28, 2025 meeting and the May 12, 2025 meeting.)

Councilman DeMeo asked the Council to table this again; after the last meeting he reached out to the ORA president regarding the risk management concerns.

Ms. Mascuch asked did we get a second on this?

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Councilman DeMeo seconded the motion and he is moving to table it.

Councilman DeMeo explained he hasn't heard back from ORA; he reached out yesterday for an update and there is still no update. Based on the risk management recommendations with the insurance he doesn't see how we can move this forward until we get those answers.

Councilman DeMeo had motioned to table the application. Seconded by Councilman Gandarinho.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Lane, Ruitenberg

Nays: None Absent: None Abstain None

**LIASON REPORTS**

Councilman Ciasullo reported we are in the process of rebuilding the valves; they are waiting for the [parts to come in] probably the middle of June. The lead line stuff is on hold until we hear back from the State with the new mandates or instructions on how we have to report this. Councilman Ciasullo explained the process we did before is now changing.

Councilwoman Ruitenberg had nothing to report.

Councilman DeMeo reported on the grants. We received information about a grant for the police department which he was reviewing with Sgt. Sanfilippo. Unfortunately, there is nothing there we can use at this point. He is also waiting on some information from the fire department regarding a grant.

Sgt. Sanfilippo reported the new officers will be done on the 29<sup>th</sup>. They will qualify on Friday, we have their vests. We will be starting their field training; they should be in the road next week.

Mayor Hutnick commented we have four new people on the road.

Sgt. Sanfilippo commented two of them are done training and working by themselves. He anticipates the other two will be on their own in about three months.

Councilwoman Cowdrick reported on the pond. The lake was approved to open; we will staff for this weekend.

Councilman Lane asked about the interviews.

Councilman Cowdrick reported yes, she had four returning guards and one for an alternate.

Mayor Hutnick asked so we have five fully qualified lifeguards ready to go.

Councilwoman Cowdrick replied yes, they have all their paper work.

Councilwoman Lane had nothing new to report on buildings.

Councilman Gandarinho reported on DPW; they are out there cutting grass and hopefully they can work on patches on the roads now that they are swept.

Mayor Hutnick reported we did receive one application for summer help. We have to wait for the deadline.

Councilman Gandarinho reported they are still looking for a door. [To replace the door in the meeting room].

**OLD BUSINESS**

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Notification System – Mayor/Lame/Ruitenberg

Mayor Hutnick commented we are still climbing in numbers and people are still signing up.

Councilwoman Lane asked was the contract signed and sent over?

Mr. Marceau commented the contract has been signed for two years.

Councilwoman Lane commented they just sent another one over.

Mr. Marceau asked did they change their name?

Councilwoman Lane commented their name and a payment has to be made.

Mr. Marceau explained they changed their name without telling us; that was one issue. Maybe Candace requested one with a new name he will look into this.

Councilwoman Lane explained she sent out the first notification; 71 people answered, 36 machines, 3 unknowns and 3 no answers. Councilwoman Lane asked can we use the system to post about Ogdensburg Day needing help.

Mayor Hutnick commented it is a town wide broadcast system; we don't want to use it for everything and anything but special events or the occasional monthly test we can include this in our monthly test. Then it should be weather, trees down, things like that.

Auction Borough Properties Progress –  
No update.

Heater Pond – Already covered in liaisons reports.

Seasonal DPW help – Mayor Hutnick commented it was posted; we received one application so far. We have to wait until May 30<sup>th</sup> before we can start or move forward with any process at the end of the week.

NJ DOT grants – Mayor Hutnick commented he is happy to report a grant it is not a DOT grant but a recreational grant. Mayor Hutnick explained two years ago we received a grant seventy-five thousand dollars park and recreational grant. We redid the basketball courts. We applied for phase II of that which we were denied. Phase III came out; we received phase III for an eighty-five thousand dollar grant for parks and recreation. Mayor Hutnick read the letter regarding the grant from the Governor for a walk way and rehabilitation for recreational facilities.

Mr. Marceau reminded the Council to pick the road for Mr. Vreeland to apply for. We need two.

There was a discussion on which roads. The Primary will be Kennedy Ave. the secondary will be Corkhill from the tunnel up.

Chief Gordon recommended if we get Kennedy Ave. to send put fliers to the rest of the people that are not hooked up to Elizabethtown Gas while we would be redoing the road. Otherwise it is three years from the time it is paved.

Lifeguard Interviews – This can be removed.

Guidelines for videotaping meetings/more access to public for Council meeting – Councilman Ciasullo explained he is looking into some options to make it easier for the public to attend the meetings.

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**NEW BUSINESS**

No new business.

**PUBLIC SESSION**

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

Robert Armstrong, Ogdensburg spoke about having a difficult time hearing the Council. Mr. Armstrong spoke about the easement on Edison next to his property, the utility poles and the amount of time it is taking for the approval. Mayor and Council run the town please move this along.

Jane Kruger, Ogdensburg Historical Society spoke about needing volunteers for the dunk tank, clean up and set up for Ogdensburg Day. The food handlers form for the Borough go through the Borough. The museum will be open the fourth Sunday of the month.

Jean Ortiz, Ogdensburg spoke about Ogdensburg Day and explained the activities planned for the day and requested parking at the school.

Vicki Schroder, Ogdensburg asked about food handler license.

Jim Lane, Ogdensburg, spoke about the location of his easement, questioned why it goes to Edison Ave. He spoke about the width and explained he knew it had to be wider because of the utilities, he has been waiting for a response from JCP& L for two years. He is asking to get the permits [building prior to hearing from JCP& L].

Robert Armstrong, Ogdensburg spoke about his easement is in the same area, the road Mr. Lane built and the current easement seeking approval.

Craig Taylor, Ogdensburg, spoke about Kennedy Ave., the grant and the quarry. Mr. Taylor is concerned about his foundation due to the blasting of the quarry. The police department is doing a great job.

Chief Gordon explained when 12 Corkhill Road is put in a GPS it brings them by the tunnel.

Julie Diez 55 Corkhill Road, spoke about her ceilings in her house and her house sinking.

William Colon, 55 Corkhill added you can see waves in our ceiling which we never had. When you step on the floor you can feel it. Mr. Colon explained the condition of his son's room floor.

Ms. Diez and Mr. Colon both spoke about their concerns and if they are safe in their home.

Craig Taylor, Ogdensburg explained a conversation he had with Braen Aggregates earlier today.

Kris Gordon, Ogdensburg spoke about a follow up from the last meeting; did anybody reach out to the County regarding the Bridge Street bridge to see what their plan is.

Councilwoman Ruitenbergh explained she was told temporary bridges they last longer than twenty-five years.

Kris Gordon explained everyone has a different version of what temporary means; did you ask them about the egress into Willow Grove Court.

Councilwoman Ruitenbergh explained she did, nobody knew anything and they were going to look into this.

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

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**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 Councilwoman Cowdrick.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Lane, Ruitenberg

Nays: None Absent: None Abstain: None

**CURRENT**

| DATE       | CHECK # | PAID TO                                   | AMOUNT   |
|------------|---------|---|----------|
| 05/27/2025 | 5       | 35623 Action Data Services, Inc.          | 474.82   |
| 05/27/2025 | 5       | 35624 Allied Oil                          | 2,491.71 |
| 05/27/2025 | 5       | 35625 Anthony Giordano                    | 130.00   |
| 05/27/2025 | 5       | 35626 Atlantic Tactical of NJ, Inc.       | 1,355.51 |
| 05/27/2025 | 5       | 35627 Brightspeed                         | 39.80    |
| 05/27/2025 | 5       | 35628 Brightspeed                         | 119.32   |
| 05/27/2025 | 5       | 35629 Brightspeed                         | 769.73   |
| 05/27/2025 | 5       | 35630 Brightspeed                         | 507.74   |
| 05/27/2025 | 5       | 35631 Brightspeed                         | 127.96   |
| 05/27/2025 | 5       | 35632 Brightspeed                         | 109.96   |
| 05/27/2025 | 5       | 35633 Brightspeed                         | 202.66   |
| 05/27/2025 | 5       | 35634 Bruno Associates, Inc.              | 593.75   |
| 05/27/2025 | 5       | 35635 Certified Speedometer Service, Inc  | 176.00   |
| 05/27/2025 | 5       | 35636 Danforth's                          | 125.00   |
| 05/27/2025 | 5       | 35637 Elizabethtown Gas                   | 141.64   |
| 05/27/2025 | 5       | 35638 Elizabethtown Gas                   | 154.40   |
| 05/27/2025 | 5       | 35639 Elizabethtown Gas                   | 641.51   |
| 05/27/2025 | 5       | 35640 Elizabethtown Gas                   | 176.06   |
| 05/27/2025 | 5       | 35641 Fire Fighters Equipment Company Inc | 157.00   |
| 05/27/2025 | 5       | 35642 JCP&L                               | 2,374.77 |
| 05/27/2025 | 5       | 35643 JCP&L                               | 125.73   |

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|            |       |                                 |                  |
|------------|-------|---------------------------------|------------------|
| 05/27/2025 |       |                                 |                  |
| 5          | 35644 | JCP&L                           | 2,016.04         |
| 05/27/2025 |       |                                 |                  |
| 5          | 35645 | JCP&L                           | 28.99            |
| 05/27/2025 |       |                                 |                  |
| 5          | 35646 | JCP&L                           | 15.76            |
| 05/27/2025 |       |                                 |                  |
| 5          | 35647 | JCP&L                           | 292.15           |
| 05/27/2025 |       |                                 |                  |
| 5          | 35648 | Lumen Technologies Group        | 124.62           |
| 05/27/2025 |       |                                 |                  |
| 5          | 35649 | Napa Auto Parts                 | 3.99             |
| 05/27/2025 |       |                                 |                  |
| 5          | 35650 | New Jersey Herald               | 82.50            |
| 05/27/2025 |       |                                 |                  |
| 5          | 35651 | New Jersey Herald               | 147.13           |
| 05/27/2025 |       |                                 |                  |
| 5          | 35652 | Noah's Ark Port-a-Jon           | 352.00           |
| 05/27/2025 |       |                                 |                  |
| 5          | 35653 | Quadient Leasing USA, Inc.      | 411.30           |
| 05/27/2025 |       |                                 |                  |
| 5          | 35654 | Robin Hough                     | 82.80            |
| 05/27/2025 |       |                                 |                  |
| 5          | 35655 | Smith Tractor & Equipment, Inc. | 987.19           |
| 05/27/2025 |       |                                 |                  |
| 5          | 35656 | Staples Business Advantage      | 190.54           |
| 05/27/2025 |       | Sussex County Chamber of        |                  |
| 5          | 35657 | Commerce                        | 365.00           |
| 05/27/2025 |       |                                 |                  |
| 5          | 35658 | Sussex County Municipal Utility | 215.95           |
| 05/27/2025 |       |                                 | 10,404.00        |
| 5          | 35659 | Township of Sparta              | 0                |
| 05/27/2025 |       |                                 |                  |
| 5          | 35660 | Treasurer, State of New Jersey  | 1,050.00         |
| 05/27/2025 |       |                                 |                  |
| 5          | 35661 | Verizon Business                | 113.03           |
|            |       |                                 | <b>27,878.06</b> |

**DEVELOPERS  
ESCROW**

| DATE       | CHECK # | PAID TO           | AMOUNT       |
|------------|---------|-------------------|--------------|
| 05/27/2025 |         |                   |              |
| 5          | 2125    | New Jersey Herald | 16.18        |
|            |         |                   | <b>16.18</b> |

**WATER OPERATING**

| DATE       | CHECK # | PAID TO                         | AMOUNT   |
|------------|---------|---------------------------------|----------|
| 05/27/2025 |         | Garden State Laboratories, Inc. |          |
| 5          | 5446    |                                 | 180.00   |
| 05/27/2025 |         |                                 |          |
| 5          | 5447    | Reliable Restoration Logistics  | 2,000.00 |
| 05/27/2025 |         |                                 |          |
| 5          | 5448    | Staples Business Advantage      | 26.33    |



2,206.33

| DATE       | CHECK # | PAID TO       | AMOUNT |
|------------|---------|---------------|--------|
| 05/27/2025 |         | International |        |
| 5          | 2212    | Laminating    | 203.54 |
|            |         |               | 203.54 |

| DATE       | CHECK # | PAID TO                       | AMOUNT   |
|------------|---------|-------------------------------|----------|
| 05/27/2025 | 35662   | Atlantic Tactical of NJ, Inc. | 1,984.89 |
| 05/27/2025 | 35663   | Weldon Asphalt                | 1,434.83 |
|            |         |                               | 3,419.72 |

Meeting adjourned at 8:04p.m.

George P. Hutnick, Mayor