

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
August 11, 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:

Also, in attendance was Joseph Maddaloni, Borough Attorney (via phone) 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 Councilwoman Cowdrick.

CONSENT AGENDA

1. Approval of regular meeting minutes from July 28, 2025.
2. Approval of Resolution 73-2025 authorizing the purchase of security cameras from SimpliSafe for the Ogdensburg Fire House and Ogdensburg Historical Society.
3. Approval of Resolution 74-2025 amend the employee handbook Article 1 Section 1.6 Drugs and Alcohol Policy.
4. Accept for filing the Borough of Ogdensburg Resolution 72-2025 requesting that the Sussex County Clerk include on the official ballot to be used at the next general election on or about November 4, 2025, a non-binding referendum for the purpose of determining the sentiment of the legal voters of the Borough of Ogdensburg regarding the public auction of the Borough owned property located at Block 26.06, Lots 6, 8 and 9, and formally owned and operated by the Ogdensburg First Aid Squad.
5. Accept for filing the Sussex County Board of County Commissioner resolution amendment to the Sussex resolution establishing county roads as through streets.
6. Accept for filing the Borough of Hamburg ordinance 11-2025.
7. Accept for filing the Township of Hardyston ordinance 2025-05.
8. Accept for filing the Township of Hardyston ordinance 2025-06.

Councilman Ciasullo asked about item 3 to clarify medical marijuana and read the section regarding having a prescription. Councilman Ciasullo asked should we have a release from a physician.

Mr. Maddaloni was on the phone; it was difficult to hear Councilman Ciasullo. Councilman Ciasullo commented there is a line that says if anybody has a prescription, the physician has indicated that the prescription does not present the risk or side effects that would limit our employees' abilities to do their duties in the same fashion and gave an example.

Mr. Maddaloni commented the issue surrounding the medical marijuana is unsettling, but the reality is medical marijuana by prescription is really no different than any other prescription drug. If the physician certifies that someone is taken some other prescription drug it won't present a hazard for the user to operate equipment the same rules apply to medical marijuana. Having said that he finds it difficult to think or believe that any physician would certify someone using medical marijuana at the work place and not suggest it opposes a safety risk if someone is operating vehicles. It does need to be treated as any other prescription medication.

Sgt. Sanfilippo commented if they have a CDL regardless you can not use marijuana at all.

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Councilman DeMeo commented this is for the Borough's drug policy the Federal Government monitor the CDL licenses.

There was a discussion on the policy and if an employee would have to get something from their doctor regarding any prescriptions.

Mr. Maddaloni commented on item number 4 the referendum. Mr. Maddaloni explained that is the memorializing resolution for the non-binding referendum. At the last meeting we passed a voice resolution authorized Robin to go ahead and submit everything to the County Clerk. What you have on the consent agenda is that actual memorializing resolution that we want to make sure the Governing Body saw and approved for purposed of the record.

Councilman Ciasullo commented his voting tonight is based on the fact, in his opinion council members are elected to make decisions for the Borough based on the knowledge that they have. We have more knowledge of the budget than anybody that will be voting on that question has; unless they really inquire.

Mr. Maddaloni commented voting to approve the consent agenda with memorializing resolution on it, doesn't alter anybody's vote on the actually resolution itself which were the votes taken last meeting. This is just for informational purposes just providing the Governing Body with a copy of the written resolution that was sent to the County.

Councilwoman Lane asked is the public going to be made aware of the cost involved.

Ms. Hough explained what you see in the resolution is what is going to be on the ballot.

Councilwoman Ruitenber commented if we did our diligent with that we be could present and inform the town how much the building is going to cost to bring up to date.

Mayor Hutnick explained that is in the process of being worked on.

Upon Roll call Vote:

Yeas: Ciasullo 1,2,3,5,6,7 and 8, Cowdrick, DeMeo, Gandarinho, Lane, Ruitenber

Nays: Ciasullo no for item number 4 Absent: None Abstain None

Resolution 73-2025

WHEREAS, the Borough of Ogdensburg "Borough" for security and safety reasons would like to purchase security cameras for the Ogdensburg Fire House and Ogdensburg Historical Society; and

WHEREAS, the Borough requested quotes from ADT known as Everon, Adcode Security and SimpliSafe; and

WHEREAS, one quote was received from SimpliSafe; and

WHEREAS, the cost to purchase one SimpliSafe Custom Home Security System is \$727.20 with the total cost for two security system being \$1,454.40; and

WHEREAS, the setup fee for the Ogdensburg Fire House is \$250.00 and the setup fee for the Ogdensburg Historical Society is \$350.00; and

WHEREAS, the monthly monitoring fee for the Fire House is \$9.00 per month and the monthly monitoring fee for the Historical Society is \$31.00; and

WHEREAS, the cost to purchase and setup the both systems is \$2,054.40; and

WHEREAS, the monthly cost for the 2025 Municipal Budget until December 31, 2025 is \$160.00; and

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WHEREAS, the total cost to purchase, setup and monitor until December 31, 2025 is \$2,214.40; and

WHEREAS, the Certified Finance Officer certifies the funds are available.

Mike Marceau

NOW THEREFORE BE IT RESOLVED, the Borough of Ogdensburg, County of Sussex and State of New Jersey authorize the purchase of two SimpliSafe Custom Home Security System, set up fee and monthly monitoring until December 31, 2025 for the Ogdensburg Fire House and Ogdensburg Historical Society for a total cost of \$2,214.40.

Resolution 74-2025

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

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 policies 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 1 Section 1.6 Drugs and Alcohol Policy

BE IT FURTHER RESOLVED that copies of the approved policies 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.

Resolution 72-2025

WHEREAS, N.J.S.A. 19:37-1, authorizes the governing body of a municipality to ascertain through a non-binding referendum the sentiment of the legal voters of the municipality on any question or policy pertaining to the government or internal affairs thereof, by adoption of an ordinance or resolution requesting the clerk of the county to print upon the official ballot to be used at the next ensuing general election a certain proposition formulated and expressed in the ordinance or resolution in concise form; and

WHEREAS, the Governing Body of the Borough of Ogdensburg (“Borough”) is considering the sale by way of public auction of certain Borough owned property located at Block 26.06, Lots 6 & 8 (commonly known as Willis Avenue), and Lot 9 (commonly known as 8 Willis Avenue), and formally owned and operated by the Ogdensburg First Aid Squad; and

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WHEREAS, the Governing Body desires to obtain through a non-binding referendum the sentiment of the legal voters of the Borough as to whether the Borough should sell by way of public auction the aforementioned Borough property or keep the property to be used for community activities and events; and

WHEREAS, such results shall not bind the Governing Body, nor be taken or construed as other than an expression of the sentiment of the legal voters, to be followed or disregarded by the Governing Body in its discretion as per N.J.S.A. 19:37-4.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Ogdensburg, County of Sussex and State of New Jersey, as follows:

- A. The following question shall be respectfully submitted to the Honorable Sussex County Clerk for inclusion on the official ballot at the next general election to be held on or about November 4, 2025:

Municipal Public Question

“Should the Borough of Ogdensburg sell by way of public auction the Borough owned property located at Block 26.06, Lots 6 & 8 (commonly known as Willis Avenue) and Lot 9 (commonly known as 8 Willis Avenue), and formally owned and operated by the Ogdensburg First Aid Squad?”

Explanatory Statement

On or about September 14, 1951, the Borough of Ogdensburg took title to real property identified as Block 26.06, Lots 6 & 8 (commonly known as Willis Avenue) and Lot 9 (commonly known as 8 Willis Avenue), on the official tax maps of the Borough. The Borough later transferred the property to the Ogdensburg First Aid Squad a corporation of the State of New Jersey, by deed dated October 10, 1966, recorded October 13, 1966, in the Sussex County Clerk’s Office in Deed Book 811 at Page 85. In the deed there was a reverter clause which provided that title to the property shall revert, in full to the Borough, together with all building, structures and improvements if the First Aid Squad disbanded. The Borough resumed ownership of the property in February 2024, after the First Aid Squad disbanded. The Borough of Ogdensburg is now considering whether to sell the property by way of public auction or maintain ownership of the property to be used for community activities and events.

- B. The Sussex County Clerk is hereby requested to print the question and explanatory statement on the official ballot at the next general election to be held on or about November 4, 2025.

ADOPTION ORDINANCE 08-2025

Mayor Hutnick read a motion is in order to adopt ordinance 08-2025 entitled “AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 7 OF THE CODE OF THE BOROUGH OF OGDENSBURG ENTITLED “TRAFFIC” SECTION 7-38 CONTROL FOR THE MOVEMENT AND THE PARKING OF TRAFFIC ON PUBLIC AND PRIVATE PROPERTY TO ADD SECTION 7-38.6.

Councilman DeMeo made the motion to adopt ordinance 08-2025. Seconded by Councilwoman Lame.

Prior to final roll call Mayor Hutnick opened the meeting to the public for any comments regarding ordinance 08-2025.

No one from the public had any comments.

Councilman DeMeo made a motion to close the meeting to the public for any comments regarding ordinance 08-2025. Seconded by Councilwoman Cowdrick.

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Upon Roll call Vote:

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Lame, Ruitenber

Nays: None Absent: None Abstain None

LIASON REPORTS

Councilman Ciasullo reported on water and lead line report; Rob Lawler has not been able to get his report filed, there were some issues. He will be making some phone calls and let us know what happens. Updates on this will be in the liaison report for the next meeting.

Councilwoman Ruitenber reported we have our assistant supervisor position that is advertised right now closed July 31 but it is still on the League of Municipalities website. We haven't had any qualified candidates.

Councilman Gandarinho commented he was going to talk about the assistant supervisor position; we received a few resumes but were not qualified. Councilman Gandarinho suggested updating our requirements and let people know what we are looking for in the advertisement.

Councilwoman Ruitenber asked Ms. Hough to contact Sue from the League and have her remove on the verbiage the deadline of July 31 and put the end of the 30-day closing which was August 14.

There was a brief discussion on the ad, posting on indeed and the cost of posting on the League.

Councilman DeMeo reported on the grant writers; there is a report from them in the packets. We are out of funds in that line item and we haven't succeeded in getting any grants. We can put this on hold and not have them do any more work or we can allocate additional funds. Councilman DeMeo explained he has to let them know if we want them to continue with any more work for this year. After a brief discussion Councilman DeMeo commented he will let them know not to do any additional work.

Mayor Hutnick commented there was nothing new to report in the police department.

Councilwoman Cowdrick had no report.

Councilwoman Lame had no report.

Councilman Gandarinho reported the DPW is down two employees they are doing as much as they can. Councilman Gandarinho commented they did get to pave some pot holes. They are having an issue with the landscaping trailer that is 20 years old and explained the issues. He talked with CFO regarding money to purchase a new one; there is no money left in the budget but they might be able to go out for a capital ordinance to purchase a trailer. That would be up to the Council.

There was a discussion on getting prices for a new trailer and how to move forward. Councilman Gandarinho will check into getting some prices for a new trailer.

Councilman Gandarinho reported next Monday we have our first Drug Alliance meeting at Borough Hall.

OLD BUSINESS

Meetings with Braen Stone – Mayor/ Cowdrick

Councilwoman Cowdrick explained she and Mayor Hutnick met with representatives from Braen Stone; they brought up everyone's concerns. They do have pictures of the damages from the individual residents; we set a meeting for September 30, 2025 at the fire house from 6:00pm and 8:00pm. They are going to have stations there with their experts to explain what air blasts are and what the ground vibration is etc. They spoke to them about the trucks; Braen is willing to help with that. We are in the works with getting things in order and executed; the meeting is the first step to address the resident's concerns.

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Mayor Hutnick commented that meeting will be open to the public we will announce it to the town. Anybody that wishes to attend between those hours can go to the fire house and explained the different stations.

There was a discussion on different signage for this issue with the trucks on Kennedy and possibly having a red-light camera.

Kenney Ave. –

Mr. Maddaloni explained he is working on the brief that has to be submitted to the Judge regarding the violations on Kennedy. The Brief that has to be submitted to the Judge explains the ordinance we intend to adopt doesn't pre-empted by State Statue.

SHBA/Options – Mr. Marceau explained we received our experience rating for the health care which was sent to our insurance broker. We are just waiting on the insurance rating for the prescription portion; then they will start marketing for us.

Main Street Study by County Engineers – Councilman Ciasullo asked Robin is the Chief had given the report to submit regarding the information the County is requesting.

Ms. Hough explained the Chief is working on it.

Councilman Ciasullo explained we are working on that once that is submitted they will proceed to get the Borough on a list for a traffic study.

Council meeting video stream– Councilman Ciasullo explained we are looking at a possible streaming so that a day after a Council meeting people can go on to for example YouTube and you can watch the meeting from Monday night. Councilman Ciasullo explained he met with the Clerk in Vernon who walked him through what they do and it is really simple and explained the benefits of doing this.

Councilman Ciasullo commented a new air conditioner has been purchased; it is supposedly much quieter.

NEW BUSINESS

DPW Assistant Supervisor – Already discussed earlier in the meeting.

Tax collector position – Mayor Hutnick explained we have coming up a retirement and we are need of new tax collector; he is assuming we will have to advertise for [that position]. Fortunately for us we have a person on staff, internally that is already licensed and certified and would like to be part of that process. We have Maria Mascuch permission to discuss this in public and she was rice noticed.

Maria Mascuch, Borough employee of Ogdensburg, informed the Council she is fully certified State Tax Collector for about six years. Ms. Mascuch explained what she does on the daily operations for tax and water, answers questions for tax and water department, liens redemptions, PS 1 booklet and billing. She also assists with the water department and is fully knowledgeable in the water department. Ms. Mascuch has done that for many years and explained what she does on the daily operations for the water department. She also assists the current tax collector with the tax sale.

Ms. Mascuch explained she is also Robin's Deputy Clerk, Deputy Registrar, Board of Health Secretary, Recycling report, Dog and Cat license and she is also a notary.

Councilwoman Lane asked if she could do all that.

Ms. Mascuch explained that is a good question; if she was chosen to be tax collector which she hopes she would be, obviously she wouldn't be able to do the dog and cat licensing, Board of

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Health Secretary which is your food handler licenses, septic questions, OPRA requests for septic, Board of Health meetings and the rabies clinic. She should be able to do tax and water and still remain deputy clerk and deputy registrar. Which she is hoping to do. Ms. Mascuch explained the new tax and water system with Edmunds and the Whip payment program. Ms. Mascuch knows the residents, works well with them and hopes she is considered for the position.

Mayor Hutnick commented he figured this was step one; he wanted everybody to know we are having a retirement coming and to get a jump on this situation. Mayor Hutnick thanked Maria for coming and giving us this information.

Mr. Marceau reminded the Mayor and Council the current tax collector retirement date is November 1, 2025 not the end of the year.

PUBLIC SESSION

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

Marianne Collins, Ogdensburg explained she was glad to hear the progress with the Quarry. She hopes the Quarry comes with an open mind and they have to compromise too.

Richard Predmore, Ogdensburg spoke about the drainage issue across the street from his house, a drain was put in to try to correct the problem and explained it was causing damage to his driveway. He gave pipes to the town to fix the problem and he keep being told it was on the list to be fixed.

Mayor Hutnick explained the Borough has a shortage of DPW employees at the moment.

Mr. Predmore also spoke about the pot holes on his road. Mr. Predmore explained a old elm tree across from 92 Brooks flat is dangerous; branches are falling down and asked what the Borough could do regarding this issue.

Mayor Hutnick explained we have to contact the home owner and send them a notice they have to take care of that tree.

Mr. Predmore spoke about the First Aid Squad and gave the history of the building. Mr. Predmore asked about the ambulances and gave some suggestions to bring in income. Mr. Predmore asked the Council if they would give up their pay/stipend for the good of the Borough.

Cristan Zamphir, Ogdensburg spoke about the Quarry, asking the Council to take action as to what they are doing to the residents, he gave suggestions on what the Quarry could do to help with the trucks and how the noise level affects a person hearing. Mr. Zamphir explained the Quarry doesn't respect us. Mr. Zamphir explained Kennedy also has a lot of pot holes.

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 not 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, Ruitenber

Nays: None Absent: None Abstain: None

CURRENT

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DATE	CHECK #	PAID TO	AMOUNT
07/30/2025			
5	35815	Sussex County Clerk	8.00
08/11/2025			
5	35816	AC Daughtry Inc.	120.00
08/11/2025			
5	35817	Action Data Services, Inc.	1,046.33
08/11/2025			
5	35818	Allied Oil	2,032.60
08/11/2025			
5	35819	Bassani Power Equipment, LLC	157.75
08/11/2025			
5	35820	Blue Diamond Disposal, Inc.	21,959.20
08/11/2025			
5	35821	Brightspeed	19.90
08/11/2025			
5	35822	Brightspeed	59.64
08/11/2025			
5	35823	Brightspeed	55.83
08/11/2025			
5	35824	Brightspeed	51.26
08/11/2025			
5	35825	BrightSpeed	817.40
08/11/2025			
5	35826	Brightspeed	384.24
08/11/2025			
5	35827	Brightspeed	260.81
08/11/2025			
5	35828	Brightspeed	63.93
08/11/2025			
5	35829	Brightspeed	54.98
08/11/2025			
5	35830	Brightspeed	101.29
08/11/2025			
5	35831	Bullseye Calibration of NJ	150.00
08/11/2025			
5	35832	Complete Security Systems, Inc.	31.83
08/11/2025			
5	35833	Dolan & Dolan Esqs.	629.35
08/11/2025		Fred Yarosz Janitorial Services	
5	35834	LLC	463.00
08/11/2025			
5	35835	Gordon, Stephen	919.04
08/11/2025			
5	35836	Home Depot	159.80
08/11/2025			
5	35837	Horizon BC/BS of NJ	2,951.47
08/11/2025			
5	35838	JCP&L	2,477.78
08/11/2025			
5	35839	JCP&L	128.83
08/11/2025			
5	35840	Lafayette Auto Parts	168.20
08/11/2025			
5	35841	LINA	216.00
08/11/2025			
5	35842	Lumen Technologies Group	125.61

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08/11/2025	35843	Lumen Technologies Group	125.61
08/11/2025	35844	Michel Marceau	210.99
08/11/2025	35845	Montague Tool & Supply Co	126.28
08/11/2025	35846	Napa Auto Parts	124.35
08/11/2025	35847	Nielsen Ford, Inc.	187.95
08/11/2025	35848	NJ Division of Alcoholic Beverage	12.00
08/11/2025	35849	NJ League of Municipalities	210.00
08/11/2025	35850	Noah's Ark Port-a-Jon	352.00
08/11/2025	35851	Ogdensburg Board of Education	233,639.83
08/11/2025	35852	Schenck Price Smith & King LLP	6,477.60
08/11/2025	35853	Staples Business Advantage	151.73
08/11/2025	35854	Stephen Finegan	100.00
08/11/2025	35855	Sussex County Board of Elections	361.34
08/11/2025	35856	Sussex County Municipal Utility	10.00
08/11/2025	35857	Van Cleef Engineering Assoc. LLC	1,909.00
08/11/2025	35858	Verizon Business	108.93
08/11/2025	35859	Verizon Business	113.70
08/11/2025	35860	Verizon Wireless	121.57
08/11/2025	35861	Wallkill Valley Regional H.S.	102,169.17
			382,126.12

DEVELOPER'S ESCROW

DATE	CHECK #	PAID TO	AMOUNT
08/11/2025	2129	Dolan & Dolan Esqs.	56.19
08/11/2025	2130	Van Cleef Engineering Assoc. LLC	76.00
			132.19

WATER OPERATING

DATE	CHECK #	PAID TO	AMOUNT
07/30/2025	5464	Garden State Laboratories, Inc.	750.00
08/11/2025	5465	Braen Aggregates, LLC	480.49

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08/11/202			
5	5466	One Call Concepts, Inc.	47.50
08/11/202			
5	5467	Staples Business Advantage	26.33
			1,304.32

GRANT FUND

DATE	CHECK #	PAID TO	AMOUN T
08/11/202			
5	35862	Ogdensburg Board of Education	675.00
08/11/202			
5	35863	Van Cleef Engineering Assoc. LLC	316.00
			991.00

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

Meeting adjourned at 8:12p.m.

Robin Hough, Borough Clerk

George P. Hutnick, Mayor