

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

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

Mayor Hutnick led the Pledge of Allegiance.

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

Absent: Lame

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, 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, 2025.”

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

**CONSENT AGENDA**

1. Approval of regular meeting minutes from October 27, 2025.
2. Approval of Resolution 97-2025 appointing a fund commissioner for the 2026 fund year.
3. Approval of Resolution 98-2025 appointing a Risk Management consultant for the 2026 fund year with attached Risk Management Consultant Agreement.
4. Accept for filing letter dated October 9, 2025, received October 24, 2025, to Mike Marceau re: allocation of Municipal Alliance Funding to the eleven Municipal Alliance committees for the provision of substance use prevention programs for the period of July 1, 2025 through June 30, 2026, in the amount of \$45,989.00.
5. Accept for filing letter dated October 30, 2025, to Michael Vreeland, Borough Engineer/Stormwater Program Coordinator re: Approval of Stormwater Assistance Grant Deliverable.
6. Accept for filing resignation letter dated November 6, 2025, from Thomas Dixon, Zoning/Code Enforcement Officer.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Ruitenberg

Nays: None Absent: Lame Abstain None

Resolution 97-2025 on file in the clerk’s office.

Resolution 98-2025 on file in the clerk’s office

**EXECUTIVE SESSION MINUTES**

Councilwoman Ruitenberg made a motion to adopt the executive session minutes from October 27, 2025. Seconded by Councilman DeMeo

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick [abstain on police matters], DeMeo, Gandarinho, Ruitenberg

Nays: None Absent: Lame Abstain None

**INTRODUCTION ORDINANCE 15-2025**

Councilman DeMeo made a motion to introduce an ordinance 15-2025 entitled “AN ORDINANCE OF THE BOROUGH OF OGDENSBURG, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING AN SUPPLEMENTING CHAPTER 30 OF THE BOROUGH CODE ENTITLED “LAND DEVELOPMENT” AMENDING CHAPTER 30 SECTION 30-302 “ZONING MAP”. Seconded by Councilman Gandarinho.

**Public hearing will be held on December 8, 2025.**

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Ruitenberg

Nays: None Absent: Lame Abstain None

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

**INTRODUCTION ORDINANCE 16-2025**

Councilman Ciasullo made a motion to introduce an ordinance 16-2025 entitled “AN ORDINANCE OF THE BOROUGH OF OGDENSBURG, COUNTY OF SUSSEX, AND STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 16 “WATER AND SEWER’ TO INCREASE WATER RATES AND CERTAIN FEES. Seconded by Councilman DeMeo.

**Public hearing will be held on November 24, 2025.**

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Ruitenber

Nays: None Absent: Lame Abstain None

**ADOPTION ORDINANCE 14-2025**

Councilman DeMeo made a motion to adopt ordinance 14-2025 “AN ORDINANCE APPROPRIATING THE SUM OF \$25,000 CURRENTLY LOCATED WITHIN GENERAL CAPITAL – CAPTIAL IMPROVEMENT FUND”. **(This ordinance was tabled on October 27, 2025, due to publication requirements.)** Seconded by Councilman Ciasullo.

**Prior to final roll call Mayor Hutnick opened the meeting to the public for any comments regarding Ordinance 14-2025.**

No one from the public had any comments.

**Prior to final roll call Mayor Hutnick closed the meeting to the public for any comments regarding Ordinance 14-2025.**

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Ruitenber

Nays: None Absent: Lame Abstain None

**RESOLUTION 99-2025**

Councilman Ciasullo made a motion to table resolution 99-2025 [accepting bids for Borough properties auctioned at public sale pursuant to Ordinance 09-2025 and further authorizing the execution of real estate contracts.] Seconded by Councilman DeMeo.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Ruitenber

Nays: None Absent: Lame Abstain None

Ms. Hough asked Do you think you will vote on this after executive session?

Councilman DeMeo commented it depends on what the conversation is going to be.

**RESOLUTION 100-2025**

Councilman Gandaninho made a motion to adopt resolution 100-2025 to promote the Borough of Ogdensburg Department of Public Works employee Jacob Brush to Labor 1 with CDL. Seconded by Councilwoman Cowdrick.

Jacob Brush asked if he could make a statement before a vote?

Mayor Hutnick asked Mr. Maddaloni?

Mr. Maddaloni asked if it was moved and second, right?

Ms. Hough commented right.

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

Mr. Maddaloni commented so now it is open for discussion.

Councilwoman Ruitenberg asked between just the Council, correct?

Mr. Maddaloni commented correct.

Mayor Hutnick asked the Council if there was anything they wished to discuss about it.

Mr. Brush asked if he could make a statement.

Susann Brush commented he has a right to say a statement.

Mayor Hutnick asked Mr. Maddaloni; it is being requested by the employee that he be allowed to make a statement before the council does a final vote?

Mr. Maddaloni commented he would give him the opportunity if he wants to make a statement.

Jacob Brush, DPW Employee, commented before the Council proceeds to a vote on the resolution he would like to make a statement for the record; I am the employee directly affected by this action. I accept the recognition of the CDL classification, I mean discussion and agreement on appropriate compensation within the lines of Civil Service Standards and CDL pay. However, he cannot accept or deny an employee title change without written notice and compensation terms. Therefore, a vote tonight without that information is premature. For the record, labor 1 with CDL is not a recognized Civil Service job classification. The Borough cannot create new titles on its own, CDL is a status qualification not a title. Compensation for a CDL must be addressed through a rate adjustment or deferential within a legitimate Civil Service title.

Mayor Hutnick asked are you turning down anything that would be coming from this?

Mr. Brush commented no I'm not or am I accepting it until he [knows] the compensation.

Mr. Maddaloni commented he would suggest the Council move forward and take whatever action it planned to take and Mr. Brush would have the opportunity to either accept or reject whatever the Council decides.

Mayor Hutnick asked for a roll call.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho

Nays: Ruitenberg Absent: Lane Abstain None

Mr. Maddaloni commented so it is clear for the record and folks that are there; the motion is contingent upon the acceptance by Mr. Brush of the appointment and job description as well for that position. He has the right and opportunity to do that. He can decide whether to accept or reject the offer.

**Resolution 100-2025**

**WHEREAS**, the Borough of Ogdensburg "Borough" employs Jacob Brush with a current title of Labor 1 for Ogdensburg Department of Public Works; and

**WHEREAS**, Mr. Brush recently received his Class B Commercial Driver's License ("CDL") and has requested a salary increase for obtaining this license; and

**WHEREAS**, the Borough is in need of CDL drivers; and

**WHEREAS**, the Borough wishes to promote Jacob Brush to the title Labor 1 with a CDL and increase his annual salary by \$1,000; and

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Ogdensburg, County of Sussex, State of New Jersey that Jacob Brush be and is hereby promoted to the position of Labor 1 with a CDL, with an annual wage increase of \$1,000, and

**BE IT FURTHER RESOLVED**, that the within promotion is contingent upon Mr. Brush providing the Borough within seventy-two (72) hours following the passage of this resolution (1) a signed copy of the offer letter attached hereto as Exhibit A accepting the promotion and the duties of a Laborer 1 with CDL as set forth in the Job Description attached to the offer letter, and (2) proof that he holds a valid NJ CDL.

**ADDENDUM**

**RESOLUTION 101-2025**

Councilman Gandarinho made a motion to adopt resolution 101-2025 authorizing a one-time retention bonus to Christopher Geene. Seconded by Councilman DeMeo.

**Upon Roll call Vote:**

Yeas: Ciasullo, DeMeo, Gandarinho, Ruitenberg

Nays: None Absent: Lame Abstain: Cowdrick

**Resolution 101-2025**

**WHEREAS**, Police Officer Christopher Geene was eligible to retire after twenty-five years of service on July 1, 2025; and

**WHEREAS**, the Borough of Ogdensburg “Borough” requested that Officer Geene delay his retirement until September 30, 2025, to assist with the on the road training for two new police officers; and

**WHEREAS**, Officer Geene agreed to delay his retirement as requested by the Borough and assisted with the training of the new police officers, which he was under no obligation to do; and

**WHEREAS**, the Borough wishes to offer Officer Geene a one time “Retention” bonus in the amount of five thousand dollars (\$5,000.00), in recognition for his willingness to delay his retirement and provide training assistance to the Borough; and

**WHEREAS**, the one-time “Retention” bonus is not something that Officer Geene is otherwise entitled to by statute, contract or policy, which Officer Geene has acknowledged by signing the attached “General Waiver & Release of Claims” form.

**NOW THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Ogdensburg, County of Sussex and State of New Jersey authorize the payment to Officer Christopher Geene of a one-time “Retention” bonus in the amount of five thousand dollars (\$5,000.00), which shall be paid to Officer Geene with the Borough’s first payroll following approval of this Resolution.

**LIASON REPORTS**

Councilman Ciasullo reported on water; there is nothing new right now. He spoke to Rob; he is ordering something that needs to be replaced with well 4. As soon as he gets more information on that he will bring it to the Council.

Councilwoman Ruitenberg report on personnel. This would be in executive.

Councilman DeMeo reported on the fire department; the apron is done at the firehouse.

Mayor Hutnick had no updates for the police department.

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

Councilwoman Cowdrick had no update for parks and recreation.

Councilman Gandarinho reported on buildings and grounds; he received a call today from Alan, there is no oil at the ambulance [building] with the cold weather he is worried about the pipes freezing.

Mayor Hutnick replied we will get that fixed.

Councilman Gandarinho reported on drug alliance; the football [event] is still good to go for November 22; we have enough kids.

Councilman Gandarinho reported on DPW; they are working on the maintenance of the trucks. There is a list of the maintenance that needs to be done.

Mayor Hutnick commented he received a very detailed list from Ken Smith, acting DPW assistant supervisor. Mayor Hutnick referred to the list and read the repairs needed on the trucks and equipment. Mayor Hutnick explained recommendations on the list to help with the upkeep of the trucks and equipment.

Councilman Gandarinho commented this is why it is very important, on record, not just hiring anybody of the street. We need to hire the right people to work in this job. So, when we brought Ken to help us out a lot of people said why. Well, this is why, this is the reason why. When we are looking to hire people, we can't just hire anybody that has some supervision off the street, because there is a lot more to it than just supervising the warehouse. It is working on maintenance and trucks; this is going to cost the Borough a lot of money. It [wouldn't have] if we did maintenance when we were supposed to.

There was a discussion on the repairs, Mayor Hutnick explained Dan Forths is doing most of the repairs and issues with the sanders; one the was frozen solid last year due to being left out in the weather.

**OLD BUSINESS**

SHBA/Options – Mr. Marceau explained we received our first set of quotes for health insurance for one of the JIFF's. He will be reviewing that with risk management this week. He wasn't thrilled with the quote.

Water Rates – Mr. Marceau commented water rates that was the ordinance introduced tonight which includes a three percent increase so that is \$1.68 per quarter for those paying the minimum and ruffly \$2.95 for the average resident using more than the minimum.

Quarry update – Councilwoman Cowdrick commented she doesn't have a quarry update at this time. We can take this off the agenda until there is an update.

Junk Yard Permit – Councilman Ciasullo explained he spoke to Tom Dixon, Zoning Officer and started the process to look into what is going on at the junk yard, is it being utilized.

**NEW BUSINESS**

Auction properties on Willis Ave. – Councilman Ciasullo explained the referendum isn't certified, Robin will get notified when it does. The numbers changed a little with the mail in ballots; Angela, from the County, informed him there are a few provisional but not enough to make a difference. The reason to put this on the agenda is to start the process of talking about it we can't do anything until everything is certified, then we can start the process of talking about an auction.

Mayor Hutnick commented that Tom [Dixon] is our zoning and code enforcement officer; he tenured his resignation. The reason is he has multiple towns and the largest town he works for has increased his hours for the amount of work they are looking for him. Therefore, we will be

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

putting out a job preview for a zoning officer for the Borough. Tom will be here until the end of the year.

**PUBLIC SESSION**

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

Frank Sanfilippo, Ogdensburg asked when you go into executive session for 99-2025 the bids on properties whether you accept them or not. What properties are you talking about? Why are you going into executive session. Was there a minimum bid?

Councilman DeMeo explained we have the right to reject all bids. We didn't set a minimum, but we reserve the right to reject it so that is why we are going into executive to discuss whether we want to accept them or not.

Kevin Kervatt, Ogdensburg spoke about the old first aid squad; it appears there are three lots kept or sold. They are all in R15, they should be valuable properties. Mr. Kervatt asked why the two lots.

Ms. Hough explained the one lot has the first aid squad building. There are the other two lots; they go together.

Councilman Ciasullo commented Robin is correct, but he explained it better. There are certain lots that have to go together, the first aid squad building lot is totally separate from the other lots. For the referendum it was all included together. The referendum went in favor of selling the properties and explained.

Kris Gordon, Ogdensburg spoke about the first aid squad building. Mr. Gordon commented he will be removing the Sabourin Hall sign from the building.

Theresa Nicastro, Ogdensburg, thanked the police department for their presence in the neighborhood on Halloween. She wanted to say thank you and to let everyone know as a resident she really appreciated seeing their presence.

Jacob Brush, Ogdensburg, asked he was told he would receive a letter for accepting or denying the resolution. When will I be receiving that letter?

Ms. Hough asked Mr. Maddaloni, Jacob asked about the letter and the resolution, she was instructed after it was passed on Monday to give it to him.

Mr. Maddaloni commented give it to him tonight. You can give him the offer letter and the attached document.

Suzann Brush, Ogdensburg spoke about the title change for labor 1 and asked how are you going to justify that when you are supposed to follow civil service guidelines. Labor 1 with CDL is not a valid civil service title.

Mr. Maddaloni commented we will address that with civil service. Thank you.

Ms. Brush spoke about the different titles that was previously brought up by Mr. Gordon.

Councilwoman Ruitenberg explained you can have variations to titles within.

Councilman DeMeo commented our Counsel just said we would address this with civil service.

Ms. Brush commented unfortunately she can't count on the work of a Counsel.

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

Greg Taylor, Ogdensburg asked if the road department could look at some of the storm drains and explained. Mr. Taylor spoke about the Quarry fines and thanked the council for what they have done with the Quarry. He also thanked the police department for Halloween they did a nice job.

Frank Sanfilippo, Ogdensburg spoke about the corner of Passaic and Plant the garbage that was dumped there.

Mayor Hutnick explained.

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**

Councilman DeMeo made a motion to go into executive session for personnel and legal, Councilman Ciasullo seconded motion to adopt the following resolution.

**Upon Roll call Vote:**

Yeas: Ciasullo, Cowdrick, DeMeo, Gandarinho, Ruitenberg

Nays: None Absent: Lane Abstain None

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L., 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ogdensburg, County of Sussex, State of New Jersey, as follows;

Personnel and Legal

At 7:45pm the Mayor and Council went into executive session.

At 8:25pm the Mayor and Council returned from executive session.

**RESOLUTION 99-2025**

Councilman Ciasullo made a motion to adopt resolution 99-2025 accepting bids for the Borough properties auctioned at public sale pursuant to ordinance 09-2025 and further authorizing the execution of real estate contracts. Seconded by Councilman DeMeo.

**Upon Roll call Vote:**

Yeas: Ciasullo, DeMeo, Gandarinho, Ruitenberg

Nays: None Absent: Lane, Cowdrick (left during executive session) Abstain None

**Resolution 99-2025**

**WHEREAS**, the Borough of Ogdensburg (“Borough”) authorized a public auction of municipally owned properties no longer needed for public purposes by Ordinance 09-2025; and

**WHEREAS**, the Borough authorized the retention of Max Spann Real Estate and Auction Company, located in Clinton, New Jersey 08809 to conduct the on-line auction; and

**WHEREAS**, the auction closed on November 6, 2025; and

**WHEREAS**, Exhibit A to this Resolution sets forth the highest bids received at auction; and

**WHEREAS**, the Borough Council has reviewed the bids and finds them acceptable.

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

**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 bids for properties 76 Kennedy Ave. Ogdensburg NJ and Marianne Est., Ogdensburg NJ on the attached Exhibit A are hereby accepted.

**BE IT FURTHER RESOLVED** that the Mayor, Borough Attorney, and Borough Clerk are hereby authorized to prepare and execute such documents as may be required to effectuate the sale of the properties authorized by this Resolution including but not limited to Contract of Sale, Deed, Seller's Residency Certification/Exemption, Affidavit of Consideration, Affidavit of Title, and Settlement Statement which documents shall be subject to review and approval by the Borough Attorney.

**PAYMENT OF VOUCHERS**

Councilman DeMoe made a motion to review payment of vouchers and review departmental finance reports. Seconded by Councilwoman Ruitenbergh.

**Upon Roll call Vote:**

Yeas: Ciasullo, DeMeo, Gandarinho, Ruitenbergh

Nays: None Absent: Cowdrick, Lame Abstain: None

**CURRENT**

DATE	CHECK #	PAID TO	AMOUNT
11/10/2025			
5	36047	Allied Oil	2,805.89
11/10/2025			
5	36048	AT&T Mobility	49.23
11/10/2025			
5	36049	Blue Diamond Disposal, Inc.	21,720.94
11/10/2025			
5	36050	Brightspeed	56.00
11/10/2025			
5	36051	Brightspeed	51.45
11/10/2025			
5	36052	BrightSpeed	819.50
11/10/2025			
5	36053	Bullseye Calibration of NJ	150.00
11/10/2025			
5	36054	Complete Security Systems, Inc.	31.83
11/10/2025			
5	36055	Dolan & Dolan Esqs.	1,612.49
11/10/2025			
5	36056	Edmonds GovTech, Inc.	404.00
11/10/2025			
5	36057	General Code	1,195.00
11/10/2025			
5	36058	Genserve, LLC	212.00
11/10/2025			
5	36059	Home Depot	438.62
11/10/2025			
5	36060	JCP&L	2,310.50
11/10/2025			
5	36061	JCP&L	66.40
11/10/2025			
5	36062	JP Tree Works, Inc	1,300.00
11/10/2025			
5	36063	JPMonzo Municipal Consulting, LLC	50.00



**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

11/10/2025			
5	36064	KS State Bank	307.40
11/10/2025			
5	36065	Letting the Lead Fly LLC	395.00
11/10/2025			
5	36066	LINA	229.50
11/10/2025			
5	36067	Lumen Technologies Group	125.61
11/10/2025			
5	36068	LYNN LAME	107.55
11/10/2025			
5	36069	Napa Auto Parts	442.54
11/10/2025			
5	36070	New Jersey Herald	59.58
11/10/2025			
5	36071	New Jersey Herald	368.39
11/10/2025			
5	36072	Noah's Ark Port-a-Jon	176.00
11/10/2025			233,639.8
5	36073	Ogdensburg Board of Education	3
11/10/2025			
5	36074	Phoenix Advisors, LLC	1,850.00
11/10/2025			
5	36075	Smith, Ken	45.73
11/10/2025			
5	36076	Staples Business Advantage	501.42
11/10/2025			321,481.7
5	36077	Sussex County Treasurer	0
11/10/2025			
5	36078	Sussex County Treasurer	29,520.23
11/10/2025			
5	36079	Sussex County Treasurer	1,176.16
11/10/2025			
5	36080	Tri State Paper and Janitorial Supply	601.45
11/10/2025			
5	36081	Van Cleef Engineering Assoc. LLC	1,214.00
11/10/2025			
5	36082	Verizon Business	227.40
11/10/2025			
5	36083	Verizon Wireless	126.46
11/10/2025			102,169.1
5	36084	Wallkill Valley Regional H.S.	7
			<b>728,038.9</b>
			<b>7</b>

**GENERAL CAPITAL**

DATE	CHECK #	PAID TO	AMOUNT
11/10/2025			
5	1243	Van Cleef Engineering Assoc. LLC	5,295.50
			<b>5,295.50</b>

**GRANT FUND**

DATE	CHECK #	PAID TO	AMOUNT
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**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
November 10, 2025**

11/10/2025			
5	36085	Van Cleef Engineering Assoc. LLC	764.50
			<b>764.50</b>

**DOG FUND**

DATE	CHECK #	PAID TO	AMOUNT
11/10/2025			
5	333	NJ Dept of Health & Senior Service	10.20
11/10/2025			
5	334	Walker, Dr. Lori	375.00
			<b>385.20</b>

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

Meeting adjourned at 8:26p.m.

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Robin Hough, Borough Clerk

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George P. Hutnick, Mayor