

WORK SESSION
September 23, 2013

A work session of the Mayor and Common Council of the Borough of Ogdensburg, Sussex County, New Jersey, was held in the Council Chambers in the Borough Hall on September 23, 2013. Mayor Ciasullo called the meeting to order at 7:00 p.m.

Upon Roll Call the following Council Members appeared and answered the call: Andrews, Astor, Hutnick, McGuire Opilla. Absent: Amodeo

Notice requirements of the Open Public Meeting Act, NJSA 10:4:4-6 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 the New Jersey Sunday Herald, and posted on the bulletin board in the Borough hall on January 3, 2013.

Councilman Opilla moved, Councilman McGuire seconded motion for approval of the Consent Agenda.

1. Approval of minutes for Work Session on August 26, 2013.
2. Approval of resolution for new Water Cashier, Jacqueline Ward
3. Approval of resolution establishing a Water Operating Fund Surplus Policy as part of the State of NJ Best Practices checklist.
4. Approval of resolution establishing a Current Fund Surplus Policy as part of the State of NJ Best Practices checklist.
5. Approval of resolution for Capital Budget Amendment for Main Street Streetscape.

Yeas: Andrews, Astor, Hutnick, McGuire, Opilla.

Councilman Opilla moved, Councilman McGuire seconded motion for adoption of the following resolution.

BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Ogdensburg to hire Jacqueline Ward as a part time Cashier for the Water Department for 25 hours a week. The rate of pay will be \$14.50/hr.

BE IT FURTHER RESOLVED that this resolution is retroactive as of September 18, 2013. Yeas: Andrews, Astor, Hutnick, McGuire, Opilla. Copy attached as Schedule 1.

Councilman Opilla moved, Councilman McGuire seconded motion for adoption of the following resolution.

WHEREAS, in 2011 the State of New Jersey instituted a best practices checklist in an effort to “make government operate more efficiently, strengthen its accountability, and better manage scarce taxpayers’ resources”; and; and

WHEREAS, since the inception of the best practices checklist, the Borough of Ogdensburg has made every effort to comply with the standards established by the State resulting in high ratings each year for compliance; and

WHEREAS, the best practices checklist recommends the adoption of a surplus policy to serve as a basis for decisions regarding future solvency; and

WHEREAS, the Borough Auditor and Chief Financial Officer have evaluated the historic budget and financial records and recommended a surplus policy to the Governing Body; and

WHEREAS, said surplus policy shall establish a goal in the annual budgeting process whereby the Governing Body shall strive to consistently maintain a \$250,000.00 surplus on hand annually to retain a consistent year-end surplus.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Ogdensburg that the Borough Council does hereby concur with the surplus policy recommended by the Borough Auditor and Chief Financial Officer; and

BE IT FURTHER RESOLVED that the Borough Council shall strive to achieve that goal annually during the budget process.

Yeas: Andrews, Astor, Hutnick, McGuire, Opilla. Copy attached as Schedule 2.

Councilman Opilla moved, Councilman McGuire seconded motion to adopt the following resolution.

WHEREAS, in 2011 the State of New Jersey instituted a best practices checklist in an effort to “make government operate more efficiently, strengthen its accountability, and better manage scarce taxpayers’ resources”; and; and

WHEREAS, since the inception of the best practices checklist, the Borough of Ogdensburg has made every effort to comply with the standards established by the State resulting in high ratings each year for compliance; and

WHEREAS, the best practices checklist recommends the adoption of a surplus policy to serve as a basis for decisions regarding future solvency; and

WHEREAS, the Borough Auditor and Chief Financial Officer have evaluated the historic budget and financial records and recommended a surplus policy to the Governing Body; and

WHEREAS, said surplus policy shall establish a goal in the annual budgeting process whereby the Governing Body shall strive to consistently maintain a \$550,000.00 surplus on hand annually to retain a consistent year-end surplus.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Ogdensburg that the Borough Council does hereby concur with the surplus policy recommended by the Borough Auditor and Chief Financial Officer; and

BE IT FURTHER RESOLVED that the Borough Council shall strive to achieve that goal annually during the budget process.

Yeas: Andrews, Astor, Hutnick, McGuire, Opilla. Copy attached as Schedule 3.

Councilman Opilla moved, Councilman McGuire seconded motion for adoption of the following resolution. Yeas: Andrews, Astor, Hutnick, McGuire, Opilla. Copy attached as Schedule 4.

CAPITAL BUDGET AMENDMENT

WHEREAS, the local capital budget for the year 2013 was approved on the 22nd day of April 2013: and,

WHEREAS, it is desired to amend said adopted capital budget section,

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Ogdensburg, County of Sussex, that the following amendment(s) to the adopted capital budget section of the 2013 Budget be made:

| | | | | |
|---------------------|----------|------|---|----------------|
| RECORDED VOTE | (Andrews | (| (| (|
| (Insert Last Names) | (Astor | (| (| (|
| AYES | (Hutnick | NAYS | (| ABSENT(Amodeo |
| | (McGuire | | (| ABSTAIN |
| | (Opilla | | (| ABSTAIN |

TO
CAPITAL BUDGET (CURRENT YEAR ACTION)
2013

| 1 | 2 | 3 | 4 | 5a | 5b | 5c | 5d | 5e | 6 |
|------------------------------------|----------------|----------------------|---------------------------------|---------------------------|--------------------------|-----------------|-------------------------------|-----------------|------------------------------|
| Project | Project Number | Estimated Total Cost | Amounts Reserved in Prior Years | 2013 Budget Appropriation | Capital Improvement Fund | Capital Surplus | Grants in Aid and other funds | Debt Authorized | To Be Funded in Future Years |
| Streetscape Improv. On Main Street | 6 | 85,500.00 | | | 85,500.00 | | | | |
| Total All Projects | | 85,500.00 | | | 85,500.00 | | 0.00 | 0.00 | |

6 YEAR CAPITAL PROGRAM 2013-2018
 Anticipated Project Schedule
 and Funding Requirement

| 1 Project | 2 Project Number | 3 Estimated Total Cost | 4 Estimated Completion Time | 5 Funding Amounts Per Year | | | | | | |
|---------------------------------------|------------------------|---------------------------------|--------------------------------------|-------------------------------|---------------------|---------------------|------------------------|------------------------|------------------------|--|
| | | | | Budget Year 2013 | Budget Year 2014 | Budget Year 2015 | Budget Year 2016 | Budget Year 2017 | Budget Year 2018 | |
| Streetscape Improv. On Main Street | 6 | 85,500.00 | Continuous | 85,500.00 | | | | | | |
| Total All Projects | | 85,500.00 | | 85,500.00 | 0.00 | | 0.00 | | | |

6 YEAR CAPITAL PROGRAM 2013-2018
SUMMARY OF ANTICIPATED FUNDING SOURCES AND AMOUNTS

| 1 Project | 2 Estimated Total Cost | Current Year 2013 | Future Years | 4 Capital Improvement Fund | 5 Capital Surplus | 6 Grants in Aid and Other Funds | BONDS AND NOTES | | | |
|------------------------------------|------------------------------|----------------------|-----------------|-------------------------------------|-------------------------|--|-----------------|-------------|------------|--|
| | | | | | | | General | Liquidating | Assessment | |
| Streetscape Improv. On Main Street | 85,500.00 | | | 85,500.00 | | | | | | |
| Total All Projects | 85,500.00 | | 0.00 | 85,500.00 | 0.00 | 0.00 | 0.00 | | | |

Be It Further Resolved that three certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services.

It is hereby certified that this is a true copy of a resolution amending the capital budget section adopted by the governing body on the 23rd day of September, 2013.

Certified by me

[DATE]

MUNICIPAL CLERK

TRENTON, NEW JERSEY

APPROVED _____, 2013

DIRECTOR OF LOCAL GOVERNMENT SERVICES

Mayor spoke briefly about the interviews for the Cashier position in the Water Department. A resident was hired, Jacqueline Ward. There were seven resident applicants who applied; one resident was unable to come in so there were six who came in for interviews. After interviewing and reviewing the applications, it was felt that Ms. Ward was the best applicant for position.

Councilman Andrews moved, Councilman McGuire seconded motion to open the public hearing on an ordinance entitled **AN ORDINANCE APPROPRIATING THE SUM OF \$35,000 CURRENTLY LOCATED WITHIN GENERAL CAPITAL-CAPITAL IMPROVEMENT FUND BALANCE.** Yeas: Andrews, Astor, Hutnick, McGuire, Opilla.

There being no business from the public, Councilman Andrews moved, Councilman McGuire seconded motion to close the public hearing.
Yeas: Andrews, Astor, Hutnick, McGuire, Opilla.

Councilman Andrews moved, Councilman Opilla seconded motion for adoption of said ordinance. Yeas: Andrews, Astor, Hutnick, McGuire, Opilla. Copy attached as Schedule 5.

Councilman Astor moved, Councilman Opilla seconded motion to introduce an ordinance entitled **AN ORDINANCE AMENDING CHAPTER XVIX MANDATORY RECYCLING OF CERTAIN WASTE MATERIALS OF THE GENERAL ORDINANCES OF THE BOROUGH OF OGDENSBURG** on first reading. Public hearing is scheduled for October 16, 2013.

Council discussed the ordinance and felt that at this time they will not amend Chapter XVIX. Council would like to wait and tailor the ordinance to fit Ogdensburg. Yeas: None. Nays: Andrews, Astor, Hutnick, McGuire, Opilla. Motion did not carry.

Councilman McGuire moved, Councilman Opilla seconded motion to introduce an ordinance entitled **AN ORDINANCE APPROPRIATING THE SUM OF \$85,500 CURRENTLY LOCATED WITHIN GENERAL CAPITAL – CAPITAL IMPROVEMENT FUND BALANCE.** On first reading. Public hearing is scheduled for October 16, 2013. R. McGuire.

WHEREAS, there are funds in General Capital – Capital Improvement Fund Balance, and

WHEREAS, the total of these funds is \$85,500, and

WHEREAS, it is deemed appropriate to make use of these funds to purchase:
Streetscape Improvements on Main Street: \$85,500.00

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ogdensburg, County of Sussex, State of New Jersey, that:

Section 1: There is hereby appropriated from General Capital – Capital Improvement Fund, of the Borough of Ogdensburg, the sum of \$85,500 for the above improvements.

Section 2: This ordinance shall take effect immediately upon proper passage and publication in accordance with law.

Yeas: Andrews, Astor, Hutnick, McGuire, Opilla. Copy attached as Schedule 6

Mayor asked Chris Ross, Supervisor of the Department of Public Works about the violations the Borough received from PEOSHA. Mr. Ross explained that there were

several violations and all had been corrected except the one on training. Mr. Ross stated that he had sent out a letter today to ask for an extension on the violation for training because he was having a hard time finding a class to go to for training. Mr. Ross did speak with a company for training to be expedited. Mayor also asked Chris if they could do more oil and stoning but unfortunately, Mr. Ross said no because the weather will be getting to cold but it can put it in the budget for next year. Council also discussed sweeping of the roads. Councilman Hutnick thanked the DPW from the Fire Department for the help they received. Council also spoke about the new construction going on at the Fire House.

Mayor Ciasullo briefly spoke about a violation from the DEP regarding water testing which has been corrected. Attorney reviewed violation which was for \$2,000. Councilman McGuire moved, Councilman Andrews seconded motion to pay the \$2,000 fine for the DEP water violation.

CORRESPONDENCE

Mayor read a letter from resident Josephine Garen thanking Department of Public Works employee, Dennis Wottle for a job well done when he installed a new water meter in her home.

Robert Armstrong, Chair for the Land Use Board mentioned that the award for the contract was to be awarded tonight on September 23, 2013. Mr. Armstrong also mentioned the second part of the bid, which requires more discussion, will be with the Borough Engineer, Gene Buczynski. Also for discussion will be a letter about extended costs. Councilman McGuire informed Council and Mr. Armstrong that the bid cannot be awarded tonight because of the additional funding. The ordinance for the additional funding will be introduced at tonight's meeting of September 23, 2013 and adopted on October 16, 2013. Mr. Armstrong has some questions on the bid and went over the items with the engineer. The time table for this project is approximately 6-8 weeks but the County wants any projects off the roads by November. The Borough Engineer recommends doing the project in the spring and will get a letter from the contractor that he will hold the price. Council would like to have a start date no later than April 15, 2014.

Mayor spoke about the Best Practices and gave a review. Mayor stated that he went over the whole questionnaire and the Borough did very well on the questionnaire and will get full state aid. Councilman McGuire updated Council on the codification of the ordinances and said they are in the process of being typed. Councilman Andrews informed Mayor and Council that the new police car is getting lettered and they are waiting for the cage. Once the car is done then the Borough can take off the old car and swap everything out and eventually sell the old car. Councilman Andrews also informed Mayor and Council that the contract for the finger printing equipment, which is a maintenance contract was sent to the Attorney for review. Councilman Andrews mentioned that it is the only system that the State will recognize. Council discussed the contract and is pleased. Councilman Opilla gave an update on installation of water meters. Councilman Opilla spoke to the school asking if they could get a message out to the residents regarding new meters. Council also spoke about finding out what the Honeywell System offers to see if the Borough could piggyback with the school. It was also mentioned about getting phone numbers of the residents to keep on file. Councilman Opilla mentioned that the resident whose water reading was miscalculated doesn't want a credit he just wants the reading straightened out. Councilman Hutnick spoke about the renewal of the court recorder maintenance contract. Also spoke about upgrading the recorder. Mayor Ciasullo spoke about shared service for court. Sparta put together a contract and sent it to the Borough for review. Mayor stated that after looking at everything it may be a wash but asked Sparta for a better breakdown. Further discussion will be forth coming. Mayor Ciasullo informed Council that the Borough owns approximately 47 acres of land in Sparta Township. PSE&G had asked permission to

cross the parcel of land to fix power lines and permission was granted. It was also mentioned that Ogdensburg owns land in Hardyston. Mayor Ciasullo informed Council that he had spoken with Mark Vogel, Deputy Coordinator for the County and the Office of Emergency Management has provided the Borough with four emergency generators for the ability to provide emergency power for the functional needs in the event of a power outage or disaster. Mayor spoke briefly about a complaint from a resident who lives by the baseball field at the Firehouse and has had balls landing in his yard and damage done to his property. The Mayor is looking into the situation to see what can be done about the problem.

Councilman Opilla moved, Councilman Hutnick seconded motion to open the public session of the meeting. Yeas: Andrews, Astor, Hutnick, McGuire, Opilla.

Cliff Lowe, Richards Street mentioned about getting water again by the catch basin by his house. Mr. Lowe briefly remarked about the fingerprinting equipment. Jean Castimore, 63 Main Street asked if the map for the Main Street Streetscape will be made public. Mayor informed Ms. Castimore that there is a map that she would be able to look at. Ms. Castimore also mentioned that there will be an open house for the Historical Society on October 13, 2013, from 10:00 am. to 4:00 p.m. at the Museum, Candidates Night will be on October 15, 2013 at 7:00 p.m. at the Firehouse and the Ethnic dinner will be on October 23, 2013 at 6:00 p.m. at the school cafeteria. Ms. Castimore asked if the centennial meeting is still on for September 25th. Mayor informed Ms. Castimore that the meeting is still on. Mayor Ciasullo updated Council on the natural gas survey from Elizabethtown Gas which will soon be sent out to the residents.

Councilman McGuire moved Councilman Opilla seconded motion for review and payment of vouchers. Yeas: Andrews, Astor, Hutnick, McGuire, Opilla.

CURRENT FUND

| DATE | CHECK # | PAID | AMOUNT |
|-----------|---------|----------------------------------|--------------------|
| 9/12/2013 | 26387 | Ford Motor Credit Company | 9,023.52 |
| 9/12/2013 | 26388 | Global Waste Industries, Inc. | 1,250.00 |
| 9/20/2013 | 9999 | Payroll Account | 46,006.13 (Manual) |
| 9/23/2013 | 26389 | Allied Oil LLC | 3,138.49 |
| 9/23/2013 | 26390 | Atlantic Communications | 114.96 |
| 9/23/2013 | 26391 | Bassani Power Equipment, LLC | 101.22 |
| 9/23/2013 | 26392 | Certified Speedometer Service | 108.00 |
| 9/23/2013 | 26393 | County of Sussex | 344.76 |
| 9/23/2013 | 26394 | Covucci, Dr. Laura | 66.30 |
| 9/23/2013 | 26395 | Danforth's | 37.70 |
| 9/23/2013 | 26396 | Dell Marketing L.P. | 968.27 |
| 9/23/2013 | 26397 | Draeger Safety Diagnostics, Inc. | 240.00 |
| 9/23/2013 | 26398 | Eagle Point Gun | |

| | | | |
|-----------|-------|---------------------------------------|------------|
| | | | 5,416.73 |
| 9/23/2013 | 26399 | Econo Signs LLC | 381.92 |
| 9/23/2013 | 26400 | Elizabethtown Gas | 89.98 |
| 9/23/2013 | 26401 | Finch Fuel Oil Company, Inc | 1,023.22 |
| 9/23/2013 | 26402 | Ford Motor Credit Company | 829.98 |
| 9/23/2013 | 26403 | G&G Diesel Service, Inc | 634.46 |
| 9/23/2013 | 26404 | Galls, LLC | 1,244.61 |
| 9/23/2013 | 26405 | Geene, Christopher | 1,340.00 |
| 9/23/2013 | 26406 | JCP&L | 602.11 |
| 9/23/2013 | 26407 | Kuiken Brothers | 220.69 |
| 9/23/2013 | 26408 | Laddey, Clark & Ryan | 3,720.00 |
| 9/23/2013 | 26409 | MCRA | 35.00 |
| 9/23/2013 | 26410 | MGL Printing Solutions | 61.00 |
| 9/23/2013 | 26411 | Municipal Record Service | 673.00 |
| 9/23/2013 | 26412 | NJ League of Municipalities | 16.00 |
| 9/23/2013 | 26413 | Ogdensburg Board of Education | 196,795.00 |
| 9/23/2013 | 26414 | Petty Cash Fund | 77.27 |
| 9/23/2013 | 26415 | Pro Pay Inc | 960.03 |
| 9/23/2013 | 26416 | Smith Tractor & Equipment, Inc. | 181.81 |
| 9/23/2013 | 26417 | Sussex County Lock & Safe | 18.00 |
| 9/23/2013 | 26418 | Sussex County Municipal Clerk Asso | 95.00 |
| 9/23/2013 | 26419 | TRI STATE PAPER & CLEANING SUPPLIE | 269.70 |
| 9/23/2013 | 26420 | The Printing Center Inc | 1,246.20 |
| 9/23/2013 | 26421 | Township of Sparta, Police Dept. | 12,776.50 |
| 9/23/2013 | 26422 | Valley Vision Care, LLC | 174.99 |
| 9/23/2013 | 26423 | Van Cleef Engineering Assoc. LLC | 594.75 |
| 9/23/2013 | 26424 | Verizon Wireless | 40.01 |
| 9/23/2013 | 26425 | Wallkill Valley Regional H.S. | 77,077.17 |
| 9/23/2013 | 26426 | Weldon Quarry Co., LLC | 691.17 |
| 9/23/2013 | 26427 | William J. Mandara Assoc. | 518.50 |

| | | | |
|-----------|-------|-------------------------|--------------------|
| 9/23/2013 | 26428 | Winters Auto Parts, Inc | 225.74 |
| | | | ----- |
| | | | 323,423.76 |
| | | | 46,006.13 (Manual) |
| | | | ===== |
| | | | 369,429.89 |

WATER OPERATING

| DATE | CHECK # | PAID TO | AMOUNT |
|----------|---------|--------------------|----------|
| 09/23/13 | 4322 | Agra Environmental | 770.00 |
| 09/23/13 | 4323 | Hach Company | 226.20 |
| 09/23/13 | 4324 | JCP&L | 5,176.72 |
| 09/23/13 | 4325 | One Call Concepts, | 6.84 |
| | | | ----- |
| | | | 6,179.76 |
| | | | ===== |
| | | | 6,179.76 |

GENERAL CAPITAL FUND

| DATE | CHECK # | PAID TO | AMOUNT |
|----------|---------|------------------------------|------------|
| 09/23/13 | 1030 | M & B Electric | 12,500.00 |
| 09/23/13 | 1031 | Morris Asphalt Co., Inc. | 97,525.45 |
| 09/23/13 | 1032 | Van Cleef Engineering Assoc. | 1,000.00 |
| | | | ----- |
| | | | 111,025.45 |
| | | | ===== |
| | | | 111,025.45 |

GRANT FUND

| DATE | CHECK # | PAID TO | AMOUNT |
|----------|---------|-------------------------|--------|
| 09/23/13 | 26429 | Goscicki, Monica | 54.24 |
| 09/23/13 | 26430 | Sussex County Municipal | 250.00 |
| | | | ----- |
| | | | 304.24 |

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304.24

Councilman Andrews moved, Councilman McGuire seconded motion for adoption of the following resolution.

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:

The public shall be excluded from discussion of an action upon the hereinafter specified subject matter(s). The general nature of the subject matter to be discussed is as follows:

Police Matters

It is anticipated at this time that the above stated subject matter will be made public when settled. Action may be taken on the above listed matter/matters or on other matters discussed in closed session. This resolution shall take effect immediately.

Yeas: Andrews, Astor, Hutnick, McGuire, Opilla.

At 10:08 p.m. Councilman Andrews moved, Councilman McGuire seconded motion to go into executive session to discuss the police matters. Yeas: Andrews, Astor, Hutnick, McGuire, Opilla.

At 10:20 p.m. after retuning from executive session, Council discussed the tax sale which is coming up and a business in town which would like to make arrangements to have the name taken off the tax sale list but continue to make tax payments. He owes money for 2012 taxes and has already spoken with the Borough about making payments. Approval from Council would have to be given to the Tax Collector before the Tax Collector can remove any name from the tax sale list. Councilman McGuire moved, Councilman Astor seconded motion to authorize the Tax Collector to remove 83 Main Street, LLC from the tax sale list for the 2012 tax sale. Yeas: Andrews, Astor, Hutnick, McGuire, Opilla.

There being no further business, Councilman Astor moved, Councilman Opilla seconded motion to adjourn. Yeas: Andrews, Astor, Hutnick, McGuire, Opilla.

Meeting adjourned at 10:49 p.m.

Borough Clerk

Mayor