

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
November 13, 2018**

Council President Opilla called the meeting to order at 7:00PM.

Council President Opilla led the Pledge of Allegiance.

ROLL CALL: Hutnick, Nardini, O'Dell, Opilla.

Absent: Astor, Nasisi, Mayor Slater

Also in attendance was Richard Briigliodoro, Borough Attorney.

STATEMENT BY MAYOR: "Notice requirements of P.L. 1975, Open Public Meeting Act, NJS10:4- 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, 2018."

Councilman Nardini moved Councilwoman O'Dell seconded motion for approval of items on the consent agenda.

CONSENT AGENDA

1. Approval of Workshop Minutes and executive session minutes from October 22, 2018.
2. Approval of Resolution 81-2018 Revised cancelling Municipal Court outstanding check balance.
3. Approval of Resolution 83-2018 to dispose of Police Department outdated equipment and to correct item 20, 21 and 24 from the previous letter.
4. Approval of Resolution 84-2018 Transfer Resolution – 2018 Budget.
5. Approval of Resolution 85-2018 discharge of mortgage for Joseph and Joan Bertillon, 49 Main Street that according to the terms and conditions of the Mortgage Note it will be forgiven at the end of ten years.

Upon Roll call Vote:

Yeas: Hutnick, Nardini, O'Dell, Opilla

Nays: None Absent: Astor, Nasisi, Mayor Slater None Abstain None

Councilman Nardini moved Councilwoman O'Dell seconded motion for approval of items on the consent agenda.

Resolution 81-2018 Revised

Whereas, Certain Accounts within the Borough of Ogdensburg Municipal Court, with outstanding check balances from checks not returned or unclaimed; and

Whereas, It is necessary to formally cancel said balances so that the unexpended balances may be returned to each respective account balance or credited to surplus;

Now, therefore, be it resolved, by the Mayor and Council of the Borough of Ogdensburg, that the following outstanding check balances within the following checking account be canceled:

<u>Date</u>	<u>Check #</u>	<u>Fund Name</u>	<u>Amount</u>	<u>Total</u>
09/01/2017	3802	General Account	\$ 3.00	\$3.00

Upon Roll call Vote:

Yeas: Hutnick, Nardini, O'Dell, Opilla

Nays: None Absent: Astor, Nasisi, Mayor Slater None Abstain None

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Councilman Nardini moved Councilwoman O'Dell seconded motion for approval of items on the consent agenda.

Resolution 83-2018

WHEREAS, the Borough of Ogdensburg Police Department has several items which no longer serve any function with this department, and

WHEREAS, the Chief of Police letter dated October 25, 2018 requests the correction below regarding items 21, 21 and 24 from his previous letter of October 13, 2018, and

Item number and description

- #20 – Motorola HT750 radio ser#672TAWA524
- #21 – Motorola HT750 radio ser# 672TAWA522
- #24 – Motorola HT750 radio ser#672TZYK754

WHEREAS, the Chief of Police letter dated October 25, 2018 requests the following items be removed from inventory so they can be destroyed/disposed of:

No inventory tags:

Motorola Radius P110 radio ser#188TUWG459

- #22 – Motorola HT750 radio ser#672TAWA523
- #23 - Motorola HT750 radio ser#672TZYK742
- #28 – Motorola radius – radio ser#778TSSH637

- #26- Medtronics life pak500- ser#12949288
- #27 – Medtronics life pak500 – ser#13125798
- #44- Medtronics life pak500 – ser#13125799
- #56 – code3xl light bar – ser#LL00251243

NOW THEREFORE BE IT RESOLVED, the Mayor and Council of the Borough of Ogdensburg hereby approve the items listed be removed from inventory so they can be destroyed/disposed of.

Upon Roll call Vote:

Yeas: Hutnick, Nardini, O'Dell, Opilla

Nays: None Absent: Astor, Nasisi, Mayor Slater None Abstain None

Councilman Nardini moved Councilwoman O'Dell seconded motion for approval of items on the consent agenda.

Resolution 84-2018

BE IT RESOLVED by the Council of the Borough of Ogdensburg that the following transfer of Appropriations (2018 Municipal Budget) in accordance with N.J.S. 40A 4-58 be and is hereby approved.

SALARIES & WAGES

FROM:	TO:
Snow 01-201-26-290-194	12,000.00

OTHER EXPENSES

FROM:	TO:	
Council 01-201-20-110-020	2,000.00	Legal 01-201-20-155-020 \$35,000.00

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Snow 01-201-26-290-294	39,300.00	Group Ins. 01-201-23-220-020	\$10,000.00
		Land Use 01-201-21-180-020	\$5,800.00
		General Eng. 01-201-20-165-020	\$2,500.00
 TOTAL	 <u><u>\$53,300.00</u></u>		 <u><u>\$53,300.00</u></u>

Upon Roll call Vote:

Yeas: Hutnick, Nardini, O’Dell, Opilla

Nays: None Absent: Astor, Nasisi, Mayor Slater None Abstain None

Councilman Nardini moved Councilwoman O’Dell seconded motion for approval of items on the consent agenda.

Resolution 85-2018

WHEREAS; a mortgage in the amount of \$9,985.00 was made on the 30th day of December, 1991 between Joseph C. and Joan E. Bertalan, 49 Main Street, Ogdensburg, NJ 07439 the borrower and the Borough of Ogdensburg 14 Highland Ave, Ogdensburg, NJ 07439 the lender; and

WHEREAS; this mortgage was recorded in the Office of the Sussex County Clerk on April 15, 1992 in Mortgage Book M-2063 Pages 291-295; and

WHEREAS; according to the terms and conditions of this Mortgage the Mortgage Note will be forgiven at the end of ten years (February 21, 2002). Cornerstone Abstract & Title Agency, LLC as requested the Borough of Ogdensburg discharge/cancel the mortgage per the terms and conditions; and

NOW THEREFORE BE IT RESOLVED the Governing Body of the Borough of Ogdensburg authorize the Mayor and Clerk to sign the attached Discharge of Mortgage for Joseph C. and Joan E. Bertalan, 49 Main Street, Ogdensburg, NJ 07439 Book M-2063 Pages 291-295 according to the terms and conditions of this Mortgage to be forgiven at the end of ten years and send the executed Discharge of Mortgage to the aforementioned title company to have the mortgage discharged of record.

Upon Roll call Vote:

Yeas: Hutnick, Nardini, O’Dell, Opilla

Nays: None Absent: Astor, Nasisi, Mayor Slater None Abstain None

OLD BUSINESS

JCP & L/Firehouse parking lot light – Councilman Opilla commented he knows JCP& L backed out but I think we are going to see if the Fire House is going to do something in the back.

Councilman Hutnick commented he isn’t sure if they are not going to do it or that they are not going to do it for free.

Councilman Opilla asked with JCP&L is it because it has to do with the pole?

Councilman Hutnick commented the pole has to be put back in; his honest opinion is it needs to be put back; it needs to be done properly and not depend on another entity for lighting. Councilman Hutnick commented Rich (Keslo) is suppose to be coming to the meeting we can ask him what their thoughts are.

Elizabethtown Gas – Councilman Hutnick read an email sent by Councilman Astor regarding Elizabethtown Gas, repairs on the dump truck, banners for the holiday, the Mayor needs pricing and the no trespassing signs have been put up.

Hot Water Heater – no update

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Borough Hall Roof–no update

Steam Boiler for Historical Building – no update

No trespassing sign at Pond – see update above

Block 30 Lot11.05 Wausau Street Septic Repair – Councilman Opilla commented he thinks it is going forward.

Sparta Dispatch – Councilman Opilla commented we are still waiting on the updated contract from Sparta which hopefully we will have before the next meeting.

Hydrants – Councilman Nardini commented Chris confirmed there are two that are done so he wants to see how much is left in that [the budget] to see how many more they can fix.

Heaters for Wells – Councilman Nardini commented Rob ordered all the heaters they didn't get installed yet. There is an issue the pump house going to the big tank, and there is some special unit so he has it on order. We are basically using the reserve tank so when the firemen are doing a certain drill they are having difficulty so he needs to get that fixed so the water can be pulled from the main tank. It should be covered with the balance we have for the well repairs. It is a couple thousand for the unit. Rob is moving on those he is waiting for one more quote so we have at least two.

Driveway Ordinance from Land Use Board – Councilman Opilla commented Gene Buczynski; our engineer was suppose to be here tonight but couldn't make it because of medical reasons so he asked that maybe we look into rescheduling this for the December meeting.

Discussion of CFO – Councilman Hutnick commented we think we have a solution to our CFO and we look like we are going to enter into a shared service agreement with Sussex. Sussex is in the exact same boat that we are they are in need of a CFO; if we combine together the two towns we now could afford and have a full time CFO for both. Councilman Hutnick commented we would take the lead Sussex agreed to it at their last Council meeting. We will write the ad and repost everything between our numbers and their numbers we will be able to attract [more interest]. This position will be a full time CFO with the appropriate salary, full time benefits etc. The agreement will be done first then an ad will be placed. Councilman Hutnick commented in the meantime Monica has graciously agreed to remain a few hours and taking care of things for us. Most likely will take care if it until the end of the year.

NEW BUSINESS

Email Technology – Councilman Nardini commented this was just a quick point he wanted to bring up because he is using personal email and he thought it would be a good idea if we create separate Gmail accounts.

Councilman Hutnick commented he has already looked into that; it is something he has thought about already.

Councilman Hutnick commented it has been a topic for years.

Councilman Nardini commented Gmail is secure enough that we can create Gmail accounts for basic communication and that is what we use for each other, citizens and employees.

There was a brief discussion on emails.

Bond Anticipation Note – Councilman Opilla commented he thinks it is for the various bonds, 2012, 2017, 2018, 2015 for various public improvements of the Borough.

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Firehouse Gate – Councilman Opilla commented the fire house asked if we would be ok with allowing them to put up a temporary gate at the fire house to prevent traffic from coming through the lot, traffic has been cutting through there. Councilman Opilla commented he isn't sure what they are looking to do. Whether it was going to be movable barriers or some type of swing gate that can be left open and latched and then swung into place when needed.

Councilman Nardini asked by the short side where the trucks come out. Councilman Opilla commented yes.

There was a discussion on the gate, emergency access, if it will be locked and safety.

Councilwoman O'Dell commented on the busses that use that area to turn around or wait there for sporting events to end. They usually go around and stop so we are not in the way.

Councilman Hutnick commented there are a lot of unknowns with this.

Employee Manual Insurance – Councilman Opilla referred to the copy of this section of the employee manual in their packets. We are looking to make some changes to be more in line to what the insurance is offering today. There are a few items highlighted in red we are basically looking to set it [insurance] to 90 days for the employee unless otherwise stated by the insurance company. The State insurance allows 60 days and then we also need to define that the state has their own requirements for spousal coverage. So we are just looking to update the manual to make sure that we are in line with the new insurance policies.

Councilman Hutnick commented so we will update the manual and send out an addendum to the staff.

Ms. Hough asked Mr. Brigliadoro if we should have a resolution.

Mr. Brigliadoro commented yes a resolution to amend the article and the section of the employee manual.

Councilman Hutnick asked Ms. Hough if there were other things to be updated or have you done them already.

Ms. Hough commented no, this one I just retyped there are a lot of changes needed.

Councilman Hutnick commented if we are going to send this out to the employees and have them sign that they received it then we might as well do a packet and do it all at one time instead of several times.

Councilman Hutnick commented that would be his opinion on it.

School as a shelter – no update.

Water Department Hours – Councilman Nardini commented he will start this off and if anyone has something else to add then feel free to jump in.

Councilman Nardini commented basically we have the water department availability for the public.

Mr. Brigliadoro commented we should put on the record that a rice notice went to Jackie Ward and since we are going to talk about her personal matters including hours of operation, hours of operation or hours to be worked that something the Council has the right to discuss in executive session and pursuant to the law we provided notice to Jackie Ward. Jackie has exercised her right to have this discussion in public. The notice went to her, it is dated November 10, 2018 Jackie signed this to request this be discussed in public.

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Councilman Nardini commented this is for the public hours for the public to come in and make payments to the water department or just asked questions. The public hours have always been 10:30 to 4:30 and there were different reasons for shifting hours and covering it to that time. So we had some other personnel changes in the building so we have some extra people staying late so Jackie had requested if we could consider moving the hours and he put this on the agenda. So it would be a start time at 9:00 so this would be the same as everyone, we discussed some options and what we were thinking of and what we think might work best is 9:00 to 3:00 which would basically get you [Jackie] the earlier shift so you can come in at 9. What we could do is to help cover lunches put lunches in one block and to get coverage between 9 and 3, we would still have a six hour block like we did before we are just shifting it up.

Jackie Ward asked if she could get a drop box like the Court Administrator has. Can the water and tax department get something like that; they are not expensive. It would attach to the wall. Some people do leave it [their payment] outside but some people don't like that because it is not locked and some people don't like giving it to employees that don't know and sometimes like right not there is a tax sale it's a cashier check or money which is harder to track they don't want to just leave it they want to hand it or go in a locked box.

Jackie explained her work for the morning. Jackie asked if everybody's lunches are changing.

There was a discussion on the lunches, times to take lunches, banking, segregation of duties and who would do the bank run.

Jackie explained her issue with that would be it would sit in the finance office all day after she puts the money in the bag.

There was a discussion on who would take the deposits to the bank, Jackie explained her procedure with deposits, sharing the responsibilities going to the bank, signing for deposits when they are put in the bag and where the bag is held during the day while deposits are being made,

Jackie asked if her hours could be 9 to 2 and explained why.

Councilman Nardini commented the main concern is the building so everyone here is open so if the public has any type of questions there is always coverage, the basic idea is we have 9 to 4:30 coverage so we want to minimize the main departments from having to big of a gap. The way your schedule was before you only have an hour and a half block in the morning it is only an hour and a half in the afternoon so we have coverage throughout the day basically by covering that six hour span.

There was a discussion on hours, lunch hours, making sure they follow the rules and regulations.

Councilman Hutnick commented we are a business a publically owned business we are in it for the public to come in. We are here for the residents.

Jackie explained the mornings are very busy for the water department.

Mr. Briigliodoro asked Jackie, you did say if the Council wants to adjust your hours from 9 to 3 you would be ok with it.

Jackie commented she would yes.

Councilman Nardini commented is this something we would vote on now or another time.

Mr. Briigliodoro commented if you feel comfortable, Jackie has indicated she would accept 9 to 3 so if everybody feels 9 to 3 is fine you could change her hours tonight and in terms of the mechanics of the other things we talked about procedures [can be discussed at another time].

Councilman Hutnick commented you make a resolution to change the hours and discuss lunch time policy and other duties at another date.

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Councilman Nardini commented he would like to propose a resolution to change the water department availability from 10:30am to 4:30pm and change it to 9:00am to 3:00pm. Seconded by Councilman Opilla.

Upon Roll call Vote:

Yeas: Hutnick, Nardini, O'Dell, Opilla

Nays: None Absent: Astor, Nasisi, Mayor Slater None Abstain None

Leaf and brush pick up – Councilman Opilla commented we had a shared service with Lafayette for equipment which has expired and we are just going to update it; Mr. Briadoro went through and added some language regarding use of the equipment and explained. We will have to send this over to Lafayette hopefully we will have it for the next meeting.

Mr. Briadoro commented we should send this to Lafayette and if they adopt it and send it back to us to adopt.

Tree Burning – Councilwoman O'Dell commented she is heartbroken that we can't do this anymore. So in light of this she had tossed around the idea for a bon fire as long as the fire department is available and we have the pit up there anyway. Councilwoman O'Dell commented that possibly the Friends of Heaters Pond group could step in and make that our annual January event to kind of replace it or bring a tradition back. Councilwoman O'Dell commented she has a lot of people asking about this.

Councilman Opilla commented he thinks it is a good idea a couple of year ago he did it and it was well attended.

Christmas Party – Councilman Opilla commented he believes now we have \$1,500 in the budget for it, last year we spent this at the fire department. The fire department catered it. Typically we do it the first or second Friday or Saturday in December depending what the availability is of the fire department.

Councilman Hutnick commented December 8 is the Sterling Hill Mine Christmas Party which would mean anyone invited from the Historical Society will not be there.

Councilman Opilla suggested the 14th or 15th. Councilman Hutnick was going to check the availability of the fire department. Sunday was also suggested.

PUBLIC SESSION

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

Sal Germano 18 Willow Grove Court, commented we moved here over three years ago, the dam was fixed last year since it was fixed his backyard has flooded twice.

Councilman Hutnick commented those are unrelated because the dam was repaired because the State made us, the height wasn't changed it was armored which means that the dam that never failed will never fail. We could have the engineer look at the stream and water flow behind your property to see if a tree fell that changed the water flow.

Jackie Germano, 18 Willow Grove Court, commented the cross walk in front of the school it is very hard to see if there is anybody crossing there.

Councilman Opilla asked from the gas station to the school.

Mrs. Germano commented yes, it is very hard to see if anyone will be walking just because of the angle of the headlight coming from the opposite direction. Mrs. Germane asked if there was something we could do about lighting to make it a little safer for pedestrians.

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Councilwoman O'Dell commented she was approached about that too, to put in a light for the kids to be able to press to stop the traffic so that they can cross. It is the late busses where the kids are getting off in the dark and not being able to cross.

Mrs. Germano commented she went through Sparta and by their City Hall they have one where it blinks on both sides of the side walk just by pressing the button.

Councilman O'Dell commented on rainy nights you don't see those kids.

Councilman Hutnick commented this is a County road so we will have to bring it up to the County.

Councilman Opilla commented we like your suggestion but we will have to bring this to the County and have them help us with this.

Jackie Ward, Passaic Ave, commented can I make a suggestion with this, people coming from Atlantic Manor, when they cross over to Passaic to cross over to the School parking lot it's incredibly hard to see at night.

Councilman Hutnick commented that is a catch 22, you want to light up the side walk but when you do then people are blindsided by the light on the building. JCP &L has to figure out something so we have more light going down or come up with shielding or something.

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

EXECUTIVE SESSION

There was no executive session.

PAYMENT OF VOUCHERS

Councilman Opilla made a motion to approve the payment of vouchers and department finance reports. Seconded by Nardini.

Upon Roll call Vote:

Yeas: Hutnick, Nardini, O'Dell, Opilla
Nays: None Absent: Astor, Nasisi, Mayor Slater None Abstain None

Current

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
11/14/2018	30094	American Fire Services	1,321.00
11/14/2018	30095	Aurora Computer Urgent Care LLC	667.72
11/14/2018	30096	Blue Diamond Disposal, Inc.	13,833.33
11/14/2018	30097	Clean Life Cleaning Service LLC	300.00
11/14/2018	30098	Complete Security Systems, Inc.	24.20
11/14/2018	30099	County of Sussex	305.84

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11/14/2018	30100	Cowdrick, David	990.00
11/14/2018	30101	Econo Signs LLC	575.41
11/14/2018	30102	Elizabethtown Gas	255.03
11/14/2018	30103	Emergency Reporting	1,420.00
11/14/2018	30104	Employee Data Forms of MO LLC	40.00
11/14/2018	30105	Fail Safe Testing, LLC	2,418.75
11/14/2018	30106	Ferraioli, Wielkotz, Cerullo & Cuva	11,250.00
11/14/2018	30107	Finch Fuel Oil Co., Inc.	676.56
11/14/2018	30109	Franklin Mutual Insurance Co.	837.00
11/14/2018	30110	Allied Oil	1,699.19
11/14/2018	30111	Home Depot	211.50
11/14/2018	30112	Idemia Identity & Security USA LLC	1,739.00
11/14/2018	30113	JCP&L	1,749.63
11/14/2018	30114	Kuiken Brothers	152.47
11/14/2018	30115	Lafayette Auto Parts	186.85
11/14/2018	30116	Lakeland Auto Parts	56.46
11/14/2018	30117	Maggie Rodriguez	31.50
11/14/2018	30118	Montague Tool & Supply Co	156.54
11/14/2018	30119	Neopost Leasing	476.46
11/14/2018	30120	New Jersey Herald	23.10
11/14/2018	30121	NJ League of Municipalities	115.00
11/14/2018	30122	Ogdensburg Board of Education	204,473.50
11/14/2018	30123	ProPay Inc	300.38
11/14/2018	30124	ReadyRefresh	17.58
11/14/2018	30125	RS Phillips Steel LLC	151.00
11/14/2018	30126	Sonia Barria	70.00
11/14/2018	30127	Staples Business Advantage	157.32
11/14/2018	30128	Tire King	30.00
11/14/2018	30129	US Postal Service	168.00
11/14/2018	30130	Verizon Business	149.98

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11/14/2018	30131	Verizon Wireless	120.77
11/14/2018	30132	Walkkill Valley Regional H.S.	100,865.00
11/14/2018	30133	Weiner Law Group LLP	1,548.00
11/14/2018	30134	Weldon Asphalt	202.45
11/14/2018	30135	Wottle, Dennis Fire Fighters Equipment Company	908.74
11/14/2018	30137	Inc	135.00
			=====
			350,810.26

Admin Trust

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
11/14/2018	2138	Chemung Supply	2,600.00
11/14/2018	2139	Colfax, Daniel	150.00
11/15/2018	2140	Chemung Supply	2,402.56

<u>VOID</u>			5,152.56
11/14/2018	2138	Chemung Supply	2,600.00
		11/15/2018 Incorrect Amount	
			=====
			2,552.56

Dog Fund

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
11/14/2018	214	NJ Dept of Health & Senior Service	3.60
			=====
			3.60

Grant Fund

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
11/14/2018	30136	Cherry, Weber & Associates, PC	1,233.57
			=====
			1,233.57

Water Op

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11/14/2018	4819	Agra Environmental Services Aurora Computer Urgent Care	45.00
11/14/2018	4820	LLC Ferraioli, Wielkocz, Cerullo &	29.98
11/14/2018	4821	Cuva	1,750.00
11/14/2018	4822	JCP&L	2,107.63
11/14/2018	4823	One Call Concepts, Inc.	152.50
11/14/2018	4824	Pollardwarter	732.55
11/14/2018	4825	Staples Business Advantage	5.56
			=====
			4,823.22

There being no further business, Councilman Opilla moved, Councilwoman O'Dell seconded motion to adjourn the meeting. All were in favor.

Meeting adjourned at 7:55p.m.

Robin Hough, Borough Clerk

Rachel Slater, Mayor