

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF OGDENSBURG
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM
November 26, 2018**

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

Mayor Slater led the Pledge of Allegiance.

ROLL CALL: Hutnick, Nardini, Nasisi,

Absent: Astor, O'Dell (arrived 7:10PM), Opilla

Also in attendance was Richard Briigliodoro, Borough Attorney.

STATEMENT BY MAYOR: "Notice requirements of P.L. 1975, Open Public Meeting Act, NJSA10:4- 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."

Mayor Slater commented we will skip the consent agenda until Councilwoman O'Dell is here.

Mayor Slater commented we will go to new business first.

NEW BUSINESS

Court Update – Honorable Judge Glenn Gavan

Judge Gavan stepped forward to address the Council. Judge Gavan commented he wanted to come say hello since he hadn't met most of you, he tries to make it a practice to go to the towns he is Judge for to answer questions and to give you a quick synopsis of the things we did during the year mostly outside of the Court so you understand what we all do. First of all, your Court Administrator Maggie is very good, very calm and on top of it and handles a lot of odd things here because we get a lot of transfer cases which isn't easy for her, it becomes difficult. On top of that the State is making all new changes where they are slowly taking us over. We just found out at a recent training the next step is all our notices will be mailed from Trenton not from here. We will have to pay for that privilege but they claim it will be cheaper. This will cause Maggie even more work because a lot of the Court Administrators balance their notices off their calendar and explained.

Judge Gavan explained mandatory classes the Court Administrator has to attend. There have been a lot of changes over the last few years with Bail Reform and what bails we can set. The only cases they allow us to set bail on in Municipal Court are what we call consequences of magnitude and explained.

Judge Gavan commented your Court runs very smoothly, you have a very skilled prosecutor, discovery is never an issue and having been a judge in another Court with State Police you don't know how wonderful that is for him and the ability to move the calendar which is something they rate us all on.

Judge Gavan explained we get money allotted to us from the State to the Court; it is DWI money that comes from a fund to help push DWI cases. We are allowed to use it to benefits us, as long as we can justify it is being used towards DWI cases. One of the things we don't have here and we didn't have one in Wantage when he took over is a video/TV screen. Judge Gavan is getting the AOC to approve, a video screen; you can also use it for presentations but from the Courts point of view we can conduct video conferences with inmates which will help move the matter which is something they want us all to do. The jail does not want to transport people for money reasons; we can do the same thing with a video, so we do that often.

Councilman Nasisi asked is the monitor something that will be handled through that funding.

Judge Gavan commented yes, there are two things we are trying to get out of funding, a laptop and a TV screen. The AOC came up on their inspection which by the way we did very well on and again that is credited to the Court Administrator. The only thing that will be a cost to the Borough is to figure out where the wires are going to run. Judge Gavan commented your public

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defender is here every week he is a very good public defender and we have more security here that he has ever seen before.

Councilman O'Dell joined the meeting during Judge Gavan court updates.

Crosswalk – Councilman Astor is looking into this matter.

Letter of support Project Self- Sufficiency – Mayor Slater read a letter from Project Self-Sufficiency they would like her to sign showing support from the Borough. Ms. Hough commented they want you to sign the letter and send it in. Mayor Slater commented it doesn't cost anything it just shows we are supporting them to help them to try and get grant money.

Lunch Hours – Councilman Hutnick commented are we basing this off Article IV. Councilman Hutnick commented at the last meeting we were presented with questions regarding changing hours and agreeing on lunch times. We came up with and agreed with a set of hours for borough hall employees work times and for lunch times. You will find a sheet in your folder salaries and hours of work which would be amended and put into the employee handbook. Basically states the Borough Hall hours of operations are 9:00am to 4:30pm Monday through Friday which hasn't changed the department of public works will be 7:00am to noon and 12:30 to 3:30 Monday through Friday. Councilman Hutnick asked why is that broken down like that. Ms. Hough commented because they have lunch between 12:00 and 12:30 that wasn't changed. Councilman Hutnick commented basically they are open 7:00 am to 3:30pm but they have a half hour lunch. Part time hours and days vary depending on the position. Employees that work eight hours per day are entitled to a one hour lunch an employee that works less than eight hours a day are entitled to one half hour lunch. Borough Employees are now required to take their lunch break between the hours of 11:30 and 1:30 PM.

Mayor Slater commented if she adding wrong but isn't 7:00 to 3:30 isn't that 8 hours. Councilman Hutnick commented yes with an hour lunch.

Mayor Slater commented we have 12:00 to 12:30 half hour lunch. Mayor Slater commented they get an hour lunch.

Councilman Hutnick commented if they are only taking a half hour they are punching back in and they get an extra half hour. They need to have a half hour lunch break which he thought they had anyway.

Ms. Hough asked would they work 7:00 to 4:00 with an hour lunch.

Mayor Slater commented 7:00 to 3:30 is eight and a half hours. Ms. Hough commented right if they take an hour lunch that would be seven and a half hour.

Kim Cucci, Payroll Clerk employee commented then their work day would be based on seven and one half hours in terms of personnel time and everything instead of 8 hours working.

Ms. Hough commented their work week is 40 hours.

Councilman Hutnick commented the work week here is 35 hours correct. They are work 40 hours. Councilman Hutnick questioned are you sure they only got a half hour time instead of an hour lunch.

Ms. Hough commented that is what she was told only a half hour.

Councilman Hutnick commented maybe we should table this one until we can straighten this one out.

Mayor Slater commented yes.

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Ms. Hough commented this item will have to come off the consent agenda, the resolution.

Mayor Slater commented for their hours everything else we are leaving.

Councilman Hutnick commented we will fix it by the next meeting.

Jackie Ward, employee asked under eight hours you get a half hour lunch. Mrs. Ward commented she works five hours and takes an hour lunch so what happens with her hours then. Mayor Slater commented you are 9:00 to 3:00 now.

Ms. Cucci commented if she takes an half hour lunch then she is working five and a half hours a day and getting paid for five and a half hours a day.

Mayor Slater commented what did you guys discuss when she wasn't present at the last meeting.

Mrs. Ward commented she asked for 9:00 to 2:00 with no lunch, she doesn't want a lunch.

Councilman Nardini commented she had asked for 9:00 to 2:00 but we approved 9:00 to 3:00 and we approved the hour lunch. That is what we discussed and that is how it has been for quite some time.

Councilman Hutnick commented you are shutting a department down early for anybody that comes in.

Mrs. Ward commented she isn't normally here; if she goes to the bank and the post office my lunch is three to four so she was gone from 2:15 to 4:00. If she goes to the bank and just lunch she leaves from 2:30 to 4:00; her normal hours were 10:30 to 4:30. As she was saying earlier her department dies down in the afternoon; everybody comes in the morning to get final reads and tax information. Everything is normal before noon.

Mayor Slater commented you were out for basically the whole afternoon.

Mrs. Ward commented yes, even when her hours were changed to 4:30m it was 9 to 3 so the afternoon was very quit for Ann which is who she replaced.

Mayor Slater commented we are getting the [drop] box now. Councilman Nardini commented he found it pretty reasonable; it is only twenty or thirty dollars and DPW can come in and install it. We talked about this last week.

Councilman Hutnick commented we talked about this at the last meeting. Mayor Slater commented yes with an hour lunch.

Councilman Nardini commented length of lunch we were still discussing, it was an open piece, and the handbook needs to be looked at.

Mayor Slater commented we are trying to fix this now. She is working under 8 hours and taking an hour lunch we might as well let her go home at 2.

Councilman Nasisi commented you don't need to go to the post office anymore.

Mrs. Ward commented sometimes she does especially when she is doing her bills she has certifies and what not that actually have to go to the post office.

Councilman Nasisi asked when will the office be opened than, if it is 9 to 2, does the postman pick up here in the morning.

Councilman Nardini commented certified mail you have to bring in person.

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Councilman O'Dell commented it's a conflict then if it is under seven and it's only a half and she is getting an hour for five and she isn't here for half the afternoon.

Councilman Nasisi commented if 9 to 2 is not an issue then his questions is it is already a short day you are the one going to the bank and post office.

Ms. Cucci commented now that she is working until 4:30 she also agreed to go back to splitting going to the bank.

Councilman Nasisi commented it is a shorter window that you are going to be open.

Councilman Nardini commented having coverage until 3, the idea was that if lunch is taken in that window, there are some days when you [have to go to the] bank and post office to mail the certified mail especially during the billing. The general idea would be to come back and get that little bit of coverage, the whole idea of changing the hours was to minimize the hours someone is out of the office and explained.

Mrs. Ward commented we go to the bank every two days because we can only hold money for two days so it is Monday, Wednesday and Friday. Mrs. Ward commented even today she had to go to the bank and lunch and she didn't get to leave until 1:10 she came back 20 minutes early because she wanted to clean up her desk because Regina was coming in tomorrow for the tax sale but she technically wouldn't have come back if she took the amount of time she was suppose to take.

Mayor Slater commented so today, if you took your full lunch, you would have been back at 2:40 and leaving at 3. Mrs. Ward commented yes.

Mayor Slater commented no, what is the point of having her come back for twenty minutes. There is no point in coming back for 20 minutes.

Councilman Nasisi commented if we are actually considering that shortened window then maybe Jackie shouldn't be going to the bank and the post office, if she is not going to get a lunch and work 9 to 2, then just be here 9 to 2 and somebody else does the bank and post office. Somebody who is here long go to the post office and bank.

Councilman Hutnick comments ok we make it 9 to 2 no lunch someone else does the running and everyone is happy.

Mayor Slater commented perfect.

Councilman Nardini made a motion to approve water department billing hours to be changed from 9:00am to 2:00pm for the public to make visits for questions and payments. Seconded by Councilwoman O'Dell.

Upon Roll call Vote:

Yeas: Hutnick, Nardini, Nasisi, O'Dell

Nays: None Absent: Astor, Opilla Abstain None

Mr. Briigliodoro commented for clarification are we going to add something to the hours and salaries worked. Water Department hours are nine to two with no lunch.

Councilman Nardini commented we will have to make that specific in the hand book.

Mayor Slater asked Councilman Hutnick to speak about the position Senior Payroll Clerk.

Councilman Hutnick commented moving forward she [Ms. Cucci] us signing up for them [classes] which is a good thing for us.

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Mayor Slater commented her new role will be Senior Payroll Clerk at this point it can't be dual. Mayor Slater commented we can do a salary range just for that one now.

Councilman Hutnick commented he has the range in front of him. There was a discussion on the range.

Mayor Slater commented we will leave payroll clerk on and add Senior Payroll Clerk [in an ordinance], the low will be \$45,501 and the high will be \$56,634.

Ms. Hough commented you can't introduce in one year and adopt in the next. Mayor Slater commented this will be in January.

Councilman Nardini made a motion to approve the consent agenda with the exception of item 3 [Resolution 87-2018]. Seconded by Councilman Hutnick

CONSENT AGENDA

1. Approval of regular meeting minutes from November 13, 2018.
2. Approval of Resolution 86-2018 amending Article V Hospitalization and Insurance Section I Medical Benefits of the Employee Manual.
3. Approval of Resolution 87-2018 amending Article XIV Salaries and Hours of Work of the Employee Manual. **THIS ITEM WAS TABLED.**
4. Approval of 50/50 raffle license to be held on January 26, 2018 at the Ogdensburg Fire Department submitted by St. Thomas of Aquin RC Church.
5. Approval of tricky tray raffle license to be held on January 26, 2018 at the Ogdensburg Fire Department submitted by St. Thomas of Aquin RC Church.

Upon Roll call Vote:

Yeas: Hutnick, Nardini, Nasisi (abstain #1), O'Dell

Nays: None Absent: Astor, Opilla Abstain None

Councilman Nardini made a motion to approve the consent agenda with the exception of item 3 [Resolution 87-2018]. Seconded by Councilman Hutnick

Resolution 86-2018

WHEREAS, the Borough of Ogdensburg Governing Body would like to amend the Employee Manual Article V Hospitalization and Insurance Section I, Medical Benefits; and

WHEREAS, the attached amendment to the Employee Manual for Article V, Hospitalization and Insurance Section I, Medical Benefits will be amended and adopted as part of this resolution.

NOW THEREFORE BE IT RESOLVED, the Borough of Ogdensburg Mayor and Council amend the attached Article V Hospitalization and Insurance Section 1 Medical Benefits for the Employee Manual which shall take effect immediately.

Upon Roll call Vote:

Yeas: Hutnick, Nardini, Nasisi (abstain #1), O'Dell

Nays: None Absent: Astor, Opilla Abstain None

Resolution 87-2018 Tabled until the next meeting.

OLD BUSINESS

JCP & L/Firehouse parking lot light – Mayor Slater commented she doesn't know where Jackie Espinoza went; we have to talk to the Fire Department.

Councilman Hutnick commented lets' just get a light in, get a pole put in.

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Mayor Slater commented JCP & L won't put the pole back.

Councilman Hutnick commented this will be a battle with the fire department and explained.

Chief Gordon commented by the dug out there is a pole with three lights.

Mayor Slater commented which we are trying to get Jackie to fix.

Chief Gordon commented there is a pole by the side entrance door that had a street light on it.

Mayor Slater commented she is trying to get Jackie to fix that. The problem is the pole that is back by the dumpster she was going to replace it but DPW went and filled it in, once it is filled in they won't do it again. JCP & L won't put lights in the parking lot because technically they are not allowed to by law because it is something they are not supposed to do in parking lots.

Chief Gordon asked even on a Municipal Level.

Mayor Slater comment yes even on a Municipal Level.

Councilman Nasisi commented we can put directional LED on the existing pole over by the back drop and be done with it.

Mayor Slater commented she is waiting to put lights back; the pole itself where George is saying that pole cannot go back in. The plan was to put lights on the recycling building which we would do and put lights on the back of fire department building. They have Weight Watchers meeting there on Wednesday and people are walking in the back of the building. The Borough pays the electric bill for the fire department.

Elizabethtown Gas – No update.

Hot Water Heater – Councilman Nasisi commented he thinks we will need to get more quotes.

Borough Hall Roof– Councilman Nasisi commented we have one quote on this.

Steam Boiler for Historical Building – Councilman Nasisi commented he spoke to John Kibildis because the heater tripped again and explained what happened.

Block 30 Lot11.05 Wausau Street Septic Repair – Councilman Nasisi commented this is on hold but leave on the agenda and explained.

Sparta Dispatch – Mayor Slater commented we have the new updated contract; it will be for until 2021. After review of the contract by the mayor, attorney and clerk, there is a typo in the one paragraph in the way it is written, they are to take care of that. Issue with paragraph 7 and the language is paragraph 8 is confusing. There was always a 2% increase every year and Mayor Slater read the amounts. She will sign after they make those changes.

Hydrants – Councilman Nardini commented Chris has one for this week and one for December. The one by DPW is the major one, once we get that done we will see what is left in the capital to do an additional one.

Mayor Slater commented we have to get the hydrants flushed next year.

There was a discussion on hydrants flushing, who is going to do it and what time of day it should be done.

Heaters for Wells – Councilman Nardini explained we are still getting quotes. As of now Plant Street is fine the chart is failing and that could be why the pump isn't working and explained the

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work needed to be done. Plant Street is at its' normal pressure, Center Street is not. We need to make sure both are working.

There was a discussion on the wells.

Driveway Ordinance from Land Use Board – This is tabled until the December 10 meeting; the Borough Engineer will attend that meeting.

Discussion of CFO – Councilman Hutnick commented the conversation is active.

Mr. Briigliadoro asked is there any preference as to who prepares the contract.

Mayor Slater commented we are the lead agency in the agreement so you should prepare the agreement.

Email Technology – There was a discussion regarding Council members using a Borough email and not their personal emails.

Employee Manual Insurance – Mayor Slater commented this was discussed at the last meeting; we are just changing the manual and explained.

Firehouse Gate – Mayor Slater commented they wanted to get a gate to stop people from whipping in the parking lot.

Chief Gordon commented this will probably have to be replaced a few times because people will run into it.

Mayor Slater commented the fire department is doing all the work; we are just saying it is ok to block it off.

There was a brief discussion on the gate, right away, if there is any agreement with the fire department and if the gate hurts someone who would be responsible.

School as a shelter – Mayor Slater explained Sussex VoTech is our Shelter and she is not sure why Councilman Astor still wants this on the agenda.

Water Department Hours – This was a discussion earlier.

Leaf and brush pick up – Mayor Slater commented the leaf pickups are going well the last pick up is this week.

Request for proposals for Attorney and Engineer - Mayor Slater commented we will discuss this in executive.

PUBLIC SESSION

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

Vicky Schroder, Center Street, thanked DPW on filling the whole in the road by her house.

Charles Puzio, Richardsville Road explained how jake breaks are very noisy and wake him up. Back in the summer the Council told him to speak to the County and he was told to call the planning department 973-579-0430. The County told him the town Council has to pass an ordinance then the County can put signs up with the ordinance numbers.

Chief Gordon explained some towns have them, it is called an engine breaking ordinance, jake break is a trade mark name, it is enforceable by us we have to pass the ordinance, but the County

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is in charge of putting up the signs and making sure everything is legal with the DOT commission. We need to have the number of ordinance on the sign.

There was a brief discussion on an engine breaking ordinance and issues. The ordinance will be considered in January.

Chief Gordon commented the guys will have to be trained as to what an engine breaking is. There was a discussion on a decimal meter.

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

EXECUTIVE SESSION

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;

Proposals and Litigation

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:

Proposals and Litigation

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.

The Council went into executive session approximately 8:15pm.
The Council returned from executive session approximately 9:00pm.

Mayor Slater commented on the Christmas Party, she spoke to Bill from Brick and Brew they are going to do the catering and explained the menu. The total cost would be \$400.00 for 40 people. There was a brief discussion on party.

PAYMENT OF VOUCHERS

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

Upon Roll call Vote:

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

Current

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>	<u>REASON</u>
11/27/2018	30138	B and M Aquatics LLC	499.90	
11/27/2018	30139	CenturyLink	537.93	
11/27/2018	30140	CenturyLink		

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			1,249.32	
11/27/2018	30141	LINA	202.50	
11/27/2018	30142	Complete Security Systems, Inc.	24.20	
11/27/2018	30143	Dolan & Dolan Esqs.	792.01	
11/27/2018	30144	Dover Brake & Clutch Co., Inc	120.38	
11/27/2018	30145	Horizon BC/BS of NJ	1,661.91	
11/27/2018	30146	Horizon BC/BS of NJ	958.30	
11/27/2018	30147	Horizon BC/BS of NJ	310.10	
11/27/2018	30148	JCP&L	1,596.82	
11/27/2018	30149	Johnny on the Spot, LLC	311.80	
11/27/2018	30150	Montague Tool & Supply Co	128.02	
11/27/2018	30151	Staples Business Advantage	47.75	
11/27/2018	30152	Tire King	555.00	
11/27/2018	30153	Van Cleef Engineering Assoc. LLC	5,062.50	
11/27/2018	30154	Weiner Law Group LLP	12,076.07	
11/27/2018	30155	Weiner Law Group LLP	12,616.08	
11/27/2018	30156	Weiner Law Group LLP	4,273.54	
11/27/2018	30157	B and M Aquatics LLC	499.99	

		Voided	43,524.12	
11/27/2018	30138	B and M Aquatics LLC	(499.90)	Wrong Amount
			=====	
			43,024.22	

General Capital

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
11/27/2018	1101	Ron-Jon Construction Corp.	37,138.11
			=====
			37,138.11

Payroll

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
11/27/2018	435	AFLAC	597.52

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597.52

Water Op

<u>DATE</u>	<u>CHECK</u> #	<u>PAID TO</u>	<u>AMOUNT</u>
11/27/2018	4826	Staples Business Advantage	6.49
			=====
			6.49

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

Meeting adjourned at 9:05p.m.

Robin Hough, Borough Clerk

Rachel Slater, Mayor