

**REGULAR MEETING MINUTES OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF OGDENSBURG  
14 HIGHLAND AVE. OGDENSBURG AT 7:00PM  
April 26, 2021**

Mayor Hutnick called the meeting to order at 7:04PM.

Mayor Hutnick led the Pledge of Allegiance.

**ROLL CALL:** Cowdrick, DeMeo, Nardini, Nasisi. Mayor Hutnick

Absent: Alvarez (arrived via phone 7:12PM), Slater

Also, in attendance was Robert McBriar, Borough Attorney and Mike Marceau, CFO

**STATEMENT BY MAYOR:** “Notice requirements of P.L. 1975, Open Public Meeting Act, N.J.S.A.10:4-6 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 5, 2021.” Notice of this remote meeting has also been published in accordance with N.J.A.C. 5:39-1.1 through 1.7 which establishes standard protocols for remote public meetings governed by OPMA during a Governor-declared state of emergency. Said notice contains instructions and information for (i) accessing remote public meeting using the Zoom web-based platform via internet web address or teleconferencing number, (ii) making or submitting public comments, and (iii) accessing relevant documents, if any, for the public to view.

This meeting was held via zoom/audio. Participation/public access to the meeting was available at <https://us02web.zoom.us/j/89194157804> and entering Meeting ID: 891 9415 7804 or via teleconferencing/audio conferencing using a traditional phone by calling 1-646-876-9923 and entering Meeting ID: 891 9415 7804 followed by the # sign.

Mr. McBriar commented the executive session meeting minutes from April 12, 2021 he requests to have a little more time and table that until the next meeting. So, it would be appropriate at this time to move the consent agenda absent the executive session minutes.

Councilman Demeo moved Councilman Nasisi seconded motion for approval of items on the consent agenda.

**CONSENT AGENDA**

1. Approval of regular meeting minutes from April 12, 2021.
2. Approval of Resolution 33-2021 authorizing participation in self-examination program of the Municipal Budget for the 2021 Budget year.
3. Approval of Resolution 34-2021 fixing the salaries of certain officers and employees of the Borough of Ogdensburg.
4. Accept for filing Township of Andover Resolution R2021-52.
5. Accept for filing Township of Vernon Resolution 21-105.
6. Accept for filing Township of Millstone Resolution 21-90.
7. Accept for filing Township of Montague Resolution 2021-32

**Upon Roll call Vote:**

Yeas: Cowdrick, DeMeo, Nardini, Nasisi

Nays: None Absent: Alvarez, Slater Abstain None

**Resolution 33-2021**

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

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WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Ogdensburg has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2021 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Borough of Ogdensburg that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes.
  
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
  
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
  
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate and correctly stated,
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
  
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
  
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

**Resolution 34-2021**

BE IT HEREBY RESOLVED by the Mayor and Common Council of the Borough of Ogdensburg that the following annual salaries or other compensation for non-contract employees shall be in effect, beginning January 1, 2021.

Borough Clerk	\$65,794.90
Administrator of Elections	per hour \$29.79
Chief Financial Officer	\$109,242.00
Tax Collector	\$7,320.06
Assessment Search Officer	\$10 per search to \$1,000 maximum
Tax Search Officer	\$10 per search to \$1,000 maximum
Senior Payroll Clerk	\$47,339.24
Tax Assessor	\$22,258.63
Municipal Court Judge	\$10,000.00
Municipal Court Administrator	per hour \$25.41
(\$50.00 stipend call-out)	

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Deputy Court Administrator (plus \$40 stipend call-out)	per hour \$27.60
Planning Board /Zoning Board Secretary/Administrator Officer	per hour \$18.48
Secretary to Bd. of Health/Dept. Regist. /Dept. Clerk and Recycling Coordinator (plus \$75.00 stipend for employee covering Land Use Meetings or Board of Health meetings)	per hour \$18.84
School Crossing Guard	per day \$52.57
Code Enforcement Officer	\$4,207.98
Zoning Official	\$4,207.98
Fire Official	\$4,207.98
Emergency Management Coordinator	\$1,500.00
Supervisor/Public Works	\$65,615.07
Public Works Repairer No.1	\$44,597.77
Mechanic Stipend	\$3,000.00
Public Works Labor 1	\$40,974.90
Public Works Labor 1	\$38,952.58
Public Works Labor TA (part time)	per hour minimum wage - \$20.00
Emergency Snow Driver	per hour minimum wage - \$20.00
Supervising Water Plant Treatment Operator	\$9,766.79
Head Lifeguard	per hour minimum wage-\$13.00
Lifeguard	per hour minimum wage- \$12.00
Mayor	\$3,000.00
Council Member	\$2,500.00

FURTHER RESOLVED, that the overtime rate for Public Works Supervisor, Assistant Supervisor and Repairers shall be calculated according to Emergency Water System Repairs and Snow Removal Policy adopted on, October 24, 2011 as amended.

FURTHER RESOLVED, that the Longevity Plan for all full-time employees of the Borough of Ogdensburg hired prior to January 1, 1996 will be paid annually on or about December 1, 2020, as follows:

5 years of Service:	4%
10 years of Service:	5%
15 years of Service:	6%
20 years of Service:	7%

The percentage rates for longevity pay will be frozen as of January 1, 1996.

Any new hire after January 1, 1996 will not be entitled to Longevity Pay.

FURTHER RESOLVED, January first of the year the employee is hired will be used to determine years of service.

FURTHER RESOLVED, this resolution supersedes any prior resolution.

**ADOPTION ORDINANCE 05-2021**

Councilman DeMeo made a motion to adopt Ordinance 05-2021 “CALENDAR YEAR 2021 TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14). Seconded by Councilman Nardini.

**Prior to final roll call Mayor Hutnick opened the meeting to the public for any comments regarding Ordinance 05-2021.**

No one from the public stepped forward.

**Mayor Hutnick closed the meeting to the public for any comments regarding Ordinance 05-2021.**

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**Upon Roll call Vote:**

Yeas: Cowdrick, DeMeo, Nardini, Nasisi

Nays: None Absent: Alvarez, Slater Abstain None

**OLD BUSINESS**

Fire Marshall Service – Mayor Hutnick commented Kevin is retiring at the end of the month, he has a call into the State to see if they can take this over. Mayor Hutnick commented we are going to turn this over to the State and explained.

Heaters Pond Usage/Parks and recreation – Mayor Hutnick asked if anyone had any comments on this at the moment. There were no comments.

Hazard Mitigation Plan – Mayor Hutnick asked if we got any further on this. Mr. McBriar commented we are not done, Robin submitted a reminder to the other departments. Mr. McBriar commented he will work with Robin to see if we can get additional comments.

At this time Councilman Alvarez joined the meeting at 7:12PM.

Local Recreation Improvement Grant – Mayor Hutnick commented there is a grant we are working on for the playground, specifically to address the tennis courts, basketball courts, walking path and hopefully modernizing the playground.

Mike Vreeland, Borough Engineer was on via zoom to explain the grant. Mr. Vreeland commented the DCA has this grant, they earmarked about two and a half million dollars. Based on input that we got through Robin from the Mayor and Council we went out and took measurements put together a conception plan for improvements and budget costs estimates. The application is due to the DCA by May 24 which includes a resolution from the Governing Body. One of the criteria they rate the application on is a local match. We put together a brief narrative and what we are looking for is some guidance on the scope of the grant application that you want to apply for. What we suggest is we include all the improvements submit the application or separate them out as phase I, II and III. There isn't a lot of money in this program so he doesn't expect to get a large amount. We are asking for the Mayor and Council to look at what they put together and give them some direction in the next week or so on how you would like the grant application completed and filed.

Mayor Hutnick asked what exactly do you need from us beside the plan that is already in place.

Mr. Vreeland commented we would want to know is, would you like us to try and file for each of those components in one large grant application or file the basketball courts.

Mayor Hutnick commented let's put it all in as one, the basketball courts/tennis courts reduce fence as well as the walking track and try and make our park play area more ADA compliant.

Councilman Nasisi commented if we put it all together and we are not granted that much money can we scale it back after.

Mr. Vreeland commented he thinks the way grant is set up if you put in the grant application for the entire project and based on conversation he had with Robin, the CFO he understands Ogdensburg may want to contribute ten thousand towards the application. We would take the total amount and minus the ten thousand dollars and that's what you would be asking for. Mr. Vreeland commented he doesn't think they will let you scale back.

There was a brief discussion on the grant and the grant application.

Ms. Hough commented we have to have the resolution on for the next meeting May 10.

Mr. Vreeland commented the grant application along with the resolution has to be submitted by May 24.

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Mayor Hutnick commented we will go this route get it submitted. Ms. Hough commented Mike [Vreeland] can go ahead with what he is doing. Mayor Hutnick commented yes Mike Vreeland can move forward.

Tracking employee time off calendar – Mayor Hutnick commented he doesn't think there has been any progress with this. Councilman Nardini commented we resolved the conflict.

**NEW BUSINESS**

Local Planning Service Grant – Ms. Hough and Mr. Marceau explained the grant. Ms. Hough commented we would have to submit this application on line and explained some other towns that have worked with this grant. Mayor Hutnick commented the hardest part is there is no place to go; Main Street is only so big there is only a few spaces open.

There was a discussion on the Local Planning Service Grant, not being sold on the Highlands, this would be another option and we would need a resolution authorizing to submit the application.

Highlands Council – See above.

Financial Disclosure Statement – Mayor Hutnick commented it is that time of the year again. Emails were sent out today regarding completing the financial disclosure statement.

Councilman Nardini commented on street sweeping; to do this in house or go through shared service with Hardyston. Councilman Nardini explained different options that became available.

There was a discussion on the option, getting two quotes, the cost for each option and the agreement already approved with Hardyston, time frame, the amount of grit on the roads and the cost to dispose of the grit.

**PUBLIC SESSION**

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

Mayor Hutnick asked Mr. Green whose name was up on zoom if he had any comments.

Mr. Green was Mike Sanford 12 Ave. B. commented he is good, he sent an email asking he was trying to find the ordinances on the website and he was curious to where they are.

Mayor Hutnick asked what specifically are you looking for.

Mr. Sanford commented he is curious to find out what is going on in Ogdensburg. He wanted to bring up was he lives on lot 20; lot 21 has been vacant block is 32. When he first moved here he tried to purchase that lot he went to Ogdensburg and was told to go to the County.

Mayor Hutnick asked for his full name and address. Mike Sanford, 12 Ave. B.

Mr. McBriar asked what is the address of the property behind you. Mr. Sanford commented he doesn't know the address the lot is 21 and it is on that road that was supposed to be built but never was.

Councilman Nasisi commented years ago those lots had an option to purchase the lots behind them that weren't going to be used by the town; some of them did but this particular lot did not.

Mayor Hutnick asked what is it now.

Councilman Nasisi commented he believes that's one of the lots he has listed that is town owned and yes it adjoins the back of his property. It is landlocked.

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Mayor Hutnick commented did you send the email to the Borough Clerk. Mr. Sanford said he did about five minutes ago.

Mayor Hutnick asked Vera Olinski from the Advertiser News if she had any comments. She did not but hoped everyone was well.

There being no further business from the public, Councilman Nardini moved, Councilman DeMeo 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 Nasisi made a motion to review payment of vouchers and review of departmental finance reports. Seconded by Councilman DeMeo.

**Upon Roll call Vote:**

Yeas: Alvarez, Cowdrick, DeMeo, Nardini, Nasisi

Nays: None Absent: Slater Abstain None

**Current**

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
4/27/2021	32003	Action Data Services, Inc.	303.00
4/27/2021	32004	Amazon	224.38
4/27/2021	32005	Atlantic Communications	26.00
4/27/2021	32006	Bassani Power Equipment, LLC	147.13
4/27/2021	32007	CenturyLink	2,437.93
4/27/2021	32008	Complete Security Systems, Inc.	24.20
4/27/2021	32009	Elizabethtown Gas	1,632.50
4/27/2021	32010	Horizon BC/BS of NJ	1,872.60
4/27/2021	32011	Horizon BC/BS of NJ	465.24
4/27/2021	32012	JCP&L	2,925.59
4/27/2021	32013	Kuiken Brothers	345.81
4/27/2021	32014	Laddey, Clark & Ryan	500.00
4/27/2021	32015	Lame, James	391.60
4/27/2021	32016	LINA	229.50
4/27/2021	32017	MGL Printing Solutions	158.00
4/27/2021	32018	Municipal Capital	119.00
4/27/2021	32019	My Corporate Hosting Solutions, LLC	33.00
4/27/2021	32020	New Jersey Herald	191.70
4/27/2021	32021	Noah's Ark Prot-a-Jon	77.00

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4/27/2021	32022	North Jersey Garage Doors, LLC	267.50
4/27/2021	32023	ReadyRefresh	25.30
4/27/2021	32024	Sonia Barria	70.00
4/27/2021	32025	Staples Business Advantage	59.28
4/27/2021	32026	Strategic Safety Dynamics, LLC	1,151.26
4/27/2021	32027	Sussex County Treasurer	269,473.04
4/27/2021	32028	Sussex County Treasurer	19,343.47
4/27/2021	32029	Sussex County Treasurer	1,108.78
4/27/2021	32030	W.B. Mason Co., Inc.	26.75
			=====
			303,629.56

**General Capital**

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
4/27/2021	1139	Strategic Safety Dynamics, LLC	1,153.94
4/27/2021	1140	Van Cleef Engineering Assoc. LLC	1,801.50
			=====
			=
			2,955.44

**Grant Fund**

<u>DATE</u>	<u>CHEC K #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
4/27/2021	32031	Amazon	239.80
			=====
			239.80

**Payroll**

<u>DATE</u>	<u>CHEC K #</u>	<u>PAID TO</u>	<u>AMOUNT</u>
4/27/2021	1 1091	AFLAC	627.28
			=====
			=
			627.28

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

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Meeting adjourned at 7:37p.m.

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Robin Hough, Borough Clerk

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George P. Hutnick, Mayor