

**CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
JUNE 25, 2014**

Pursuant to the Open Public Meetings Act adequate notice of this meeting was sent to the Official Newspaper and was posted on the City Bulletin Board in accordance with Public Law 75, Chapter 231.

Meeting was called to order by Mayor Teasenfitz at approximately 7:00 pm. The flag salute and a moment of silence were observed.

Roll call: Present: Barbetto-yes; Haeser-yes; Cunningham-absent; Givens-yes; Teasenfitz-yes

RESOLUTIONS

**63-2014 A Resolution Authorizing a Plenary Retail Consumption License
Renewal for the Atlantic County Game Preserve**

Motions: Haeser / Givens to approve the license renewal conditional of the submittal of proper application and fees. Voice vote, with all in favor.

**64-2014 A Resolution Authorizing Executive/Closed Session Meeting of the
City Council of the City of Estell Manor, Pursuant to N.J.S.A. 10-4-12
to Discuss Matters Relating to a Potential Land Sale.**

Held to the end of the meeting.

WORKSHOP DISCUSSION TOPICS

City Recreation Area Use Ordinance:

The Mayor provided a draft ordinance of a recreation area use rules and regulations for Councils review and consideration for adoption. A copy will be sent to the City Solicitor for his review and he suggested if Council has any suggestions for revisions they should address them to the Solicitor to allow him to prepare the ordinance for introduction at the July 9, 2014 meeting.

Teasenfitz stated the document does not include an application process or any other policies which may be considered for inclusion.

The group usage section may need to be defined in more detail for clarity.

Barbetto addressed the possibility of special servicing for accommodating certain groups who may use the fields. The approval time may need to be changed to allow for enough time to prepare the fields.

Discussion ensued regarding insurance coverage and a possible trust fund set up for the recreation fields.

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Haeser addressed the retention pond and the need to keep it off limits to the public, needs to be properly posted. He stated he would like to speak with the public works department before any final decisions are made on the policy.

Teasenfitz stated the City needs to establish an ordinance and revisions or appeals can be made after if necessary.

Building Use/Emergency Procedure Policy:

The Clerk stated she needed to check with the City's Risk Management Consultant for the updates made to the policy provided and for procedures to follow if an emergency situation occurred.

SOP Manual:

An SOP Manual was previously adopted by ordinance but it only contained three sections to it. Linda Kent and Brian Johnson collaborated on revising the manual to include a total of twenty-eight sections including the original three sections. The City Clerk was unsuccessful in contacting the City Solicitor or his secretary for clarity on whether the new additions can be adopted as a resolution or if a new ordinance needs to be adopted. She will continue to follow-up on the topic and report back to Mayor and Council as the information is made available.

Givens stated she was confused on the whole purpose and meaning of the SOP Manual. Teasenfitz explained the necessity of having an SOP Manual for safety and operating procedures for the employees it applies to.

OSHA/PEOSHA Violations Status Update:

The state inspector returned to follow-up on the violations issued to the public works department. All violations have been corrected with the exception of the City's bucket truck which is still at the shop awaiting repairs and two additional truck tires are on order waiting delivery. No fines were issued at this time. The public works employees have registered for the required safety classes to be held in the fall.

The violations issued to City Hall have been completed and the City is waiting on the survey report from TTI Environmental, Inc. with the final information and quote for asbestos surveying. The occupational injury reports have been sent via certified mail to the NJ Department of Health inspector and have been confirmed by returned mail receipt.

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Athletic Field Update:

The new lawn mower had been delivered and the vendor also brought a brush cutter to demonstrate for public works. The rental fee for the brush cutter may be waived because the vendor would like the City to purchase this equipment.

Questions arose of whether or not the fields would be available for use by WACYL this fall as a practice field and possibly some games. An official opening date for the fields were also discussed.

Other Topics:

The Mayor announced that Lt. Babincheck contacted him today to inform him that an IT personnel would be stopping by City Hall sometime early next week to install the computer lines for the State Police Sub Station.

Linda Kent has been working on updating the City's website page and making some nicer changes and additions to the homepage. There is an upgrade available to allow a broader range of use to the website page. The cost for this update would be \$150.00.

Motions: Haeser / Barbetto to approve an upgrade to Network Solutions not to exceed \$150.00 pending certification of funds form the CFO.

Roll call: Barbetto-yes; Haeser-yes; Cunningham-absent; Givens-yes; Teasenfitz-yes

Public Works:

In matters relating to road repair, public works and an emergency management employee were called into work on June 20, 2014 to patch potholes on Steelman Landing Road. More asphalt material is needed to continue repairing the pot holes on the City roads.

Motions: Barbetto / Haeser to approve the purchase of road patch material not to exceed \$500.00, subject to the certification of funds.

Roll call: Barbetto-yes; Haeser-yes; Cunningham-absent; Givens-yes; Teasenfitz-yes

Miscellaneous:

The Mayor stated he had recently attended a meeting regarding funding opportunities available to municipalities through a sustainability plan. The City was recognized at the meeting for taking

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the time to meet with a contact person to discuss a plan of sustainability suited towards Estell Manor.

The workshop meetings for July and August were cancelled, the Deputy Clerk will advertise the information in the official newspaper of the City.

Curt Mitchell of R.E. Pierson Construction Co., met with the land evaluation committee recently a formal meeting with all of Council will be scheduled in September.

The ADA Upgrade construction project punch list items need to be completed by the contractor before the final closeout. The Deputy Clerk stated she would contact Lori Riggs of the ACIA to discuss the financial details of the ADA grant funding.

BILL LIST

Line item #304, for the amount of \$605.16 needed to be deducted because it was a duplicate payment. A partial payment to Computers and Networks was discussed prior the bill list with the CFO and Councilman Barbetto.

*Motions: Haeser / Barbetto to approve the bill list in the amended amount of \$15,568.76
Roll call: Barbetto-yes; Haeser-yes; Cunningham-absent; Givens-yes; Teasenfitz-yes*

Mayor Teasenfitz made a public comment of congratulations to the Estell Manor School eighth grade graduating class on their accomplishments.

PUBLIC COMMENT

Motions: Haeser / Givens to open the meeting for public comment. Voice vote taken with all in favor.

Diane Pogue stated she is pleased to hear that animals will not be permitted on the athletic fields. She is in favor of City employees receiving the proper training to allow them to perform their responsibilities more effectively. She expressed concern with inaccurate information being decimated by certain City authorities.

Judy Cassagrande stated she recently attended the Estell Manor School Board meeting and found out that they are still working on the calendar of availability for school use. She stated it should be ready by the July meeting. Cassagrande said the Community Partnership Group would be

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meeting again and she asked if she could meet with Mayor Teasenfitz and Councilman Barbetto prior to the meeting to discuss the Municipal Drug Alliance members.

Barbetto stated the Municipal Drug Alliance consists of himself, Mayor Teasenfitz, Judy Cassagrande, John Cressey and June Heath. The members consist of a balance of individuals representing the school, the City and the community.

Cassagrande stated a need for clarity to the purpose and idea of what the Community Partnership Group is all about and the steps to follow after the groundwork has been established. She stated the school will be responsible for scheduling any events they are hosting.

Motions: Haeser / Givens to close public comment. Voice vote taken with all in favor.

Teasenfitz asked if any other member of Council received any communication regarding opening the athletic fields parking to the school as well as extending the fence between the school and the school playground area. A walking path between the school and the parking area was also addressed.

Motions: Haeser / Barbetto to approve Resolution #63-2014 to discuss matters relating to a potential real estate transaction. Voice vote taken with all in favor.

Motions: Haeser / Givens to close executive session and enter back into public portion of meeting. Voice vote taken with all in favor.

In summary Teasenfitz stated discussions during executive session included the possible sale of City owned land to the State under the Open Space Preservation Program. Members of Council and the Tax Assessor met with representatives from the State to discuss this matter. No action was taken at this time and more information will be made available to the public as it becomes available. This information is anticipated to be made available within the next sixty to ninety days.

Motions: Haeser / Barbetto to adjourn meeting at approximately 9:00 pm.

Respectfully submitted,

Accepted:

Fern A. Brown, Deputy Clerk

Mayor, Stephen Teasenfitz

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