

**CITY OF ESTELL MANOR  
WORKSHOP MEETING OF CITY COUNCIL  
OCTOBER 20, 2010  
MINUTES**

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 and website. Mayor Venezia called the meeting to order at approximately 7:00 pm.

**ROLL CALL:** Present: Barbetto, Giercyk, Myers, Teasenfitz and Venezia  
Solicitor Scerni was not present for this workshop meeting.

**PRESENTATION OF A PLAQUE TO THE DOROTHY VOLUNTEER FIRE COMPANY IN RECOGNITION OF THEIR 75<sup>TH</sup> ANNIVERSARY**

The Mayor apologized to Chief Gibney for not having any Estell Manor officials in attendance this summer at their 75<sup>th</sup> Anniversary Celebration. He thanked the Chief for Dorothy's many years of service to the Estell Manor community and congratulated them on the milestone. Chief Gibney thanked the Mayor and said his squad was proud to serve our City.

**OLD BUSINESS**

The City Clerk had prepared and distributed a spreadsheet to Council showing the status of payments to Land Resource Solutions for the two most recent contracts. She explained the current amount due and said the CFO was on vacation, so payment would have to wait until the November bill list. The Mayor gave a brief update on the landfill closure project and said he hoped to have good news to report in the very near future.

A brief discussion ensued over the sale of the old fire truck; the City has attempted on two previous occasions to sell the truck on GovDeals.com – to no avail. The Clerk explained public contracting laws. *The Mayor motioned and Myers seconded to authorize the Clerk to list the truck one more time on GovDeals with a minimum bid of \$3500.00. A roll call vote was taken and all were in favor.*

Mayor Venezia suggested that Council solicit RFQs for snow removal contractors. Councilman Teasenfitz referred to the Clerk's memo showing she had already done some research on the matter. The Clerk described her conversations with two vendors; the first one was not interested after learning how big the job is – he typically contracts for parking lots, not streets. The second vendor said he would expect an annual retainer between five to ten thousand dollars in order to hold a truck for the City. The Clerk explained the amount of the retainer would be based on the size of equipment the vendor would be dedicating to the City and she was not certain if that retainer would be applied toward actual billing if the City did in fact use the service. The Mayor was not in favor of a retainer and suggested the City budget money for the Fire Co. to purchase a truck – one that the City could then use for snow removal when needed. Councilman Teasenfitz expressed concern over insurance coverage, controls and chain of command when dealing with equipment that is owned by the Fire Co. is being utilized for City operations. At the end of the discussion, the matter was tabled.

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Regarding the status of shared services discussions with Corbin City, the Mayor and Councilman Barbetto had a brief debate over who was supposed to arrange a meeting. Barbetto recalled the Mayor stating in a prior meeting that Councilman Teasenfitz was no longer to be involved and that the Finance Committee would handle it with the Mayor, himself, arranging a meeting. The Mayor recalled differently, but then suggested the proposal be mailed to Corbin City rather than sitting down to meet. For the record, the Mayor expressed concern over our Public Works Department's ability to take on another town; he said they struggle now to maintain our own town, how can they possibly take on another. Councilman Barbetto suggested our employee's could dedicate Saturday's to taking care of Corbin City and we would charge for overtime, if our employees agreed. The Mayor felt that administrative costs should be included in the charges to Corbin – for things like the Clerk's time answering phone calls and the DPW Foreman's time writing monthly reports. Councilman Teasenfitz recalled that two meetings ago the Mayor said the Finance Committee was going to handle it, but if that has not happened, then Council should decide now how to move forward on it. Councilman Barbetto was asked by the Mayor to include administrative costs in the proposal and to simply mail it to Corbin City, rather than a meeting. Barbetto agreed.

**NEW BUSINESS**

Mayor Venezia asked if anyone had questions or concerns over the draft Standard Operating Procedures for the DPW. Councilman Teasenfitz felt they were good baseline policies; they defined various types of staff, established chain of command, and addressed things like training, equipment checks and maintenance. He thanked the City Clerk for doing the research and revisions to make it 'ours' and felt that it addressed the most of the issues they wanted to address. Councilwoman Myers pointed out that the snow plow route did not include Kentucky Avenue – this will be brought to the attention of DPW.

*A motion was made by the Mayor, seconded by Myers, to authorize the City Clerk to advertise RFPs for 2011 Professional Services. A roll call vote was taken and all were in favor.*

The Clerk explained how City Hall would be closed for floor repairs and that the DPW Foreman was asking for compensatory days considering that he still had to come into work. After some discussion, Council decided to grant his request and said these situations would be handled on a case by case basis.

Discussion turned to a request by the Historical Society to conduct a fundraising raffle – with the final drawing to be held at the Risley School during one of their meetings in February of 2011. The Mayor expressed concern that Council does not receive a report from the Society about their fundraising activities. He also commented that the lease agreement for the building prohibits fundraising on the premises and said he does not believe the building should be used for gambling. Councilman Teasenfitz replied that it was not gambling and that, for the record, the State has a recognized permitting process for legalized games of chance. *A motion was made by*

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*Myers, seconded by Barbetto to authorize the raffle drawing at the Risley School as requested by the Historical Society. A roll call vote was taken with all in favor, but for the Mayor who voted no.*

Council reviewed a memo from the DPW Foreman which contained quotes for the rental equipment needed to repair Second Avenue. Councilman Barbetto questioned the availability of funds and the hiring process for the additional laborers.

*A motion was made by the Mayor, seconded by Teasenfitz, to authorize the Second Avenue repairs subject to the availability of funds. A roll call vote was taken and all were in favor.*

The City Clerk asked for authorization to hire temporary seasonal laborers. *The Mayor nominated Matthew Wagner; motions were then made by Teasenfitz and Myers for the appointment.* Discussion ensued with Councilman Teasenfitz reiterating that the seasonal employees would be hired subject to the standards outlined in the employee handbook in order to protect the City. The Mayor wanted to begin the project the following Monday; discussion over the time frames ensued with regards to accomplishing the pre-hire checks. Monday was not a realistic start date. The Mayor asked for a roll call vote: *Barbetto – abstain, Giercyk – pass, Myers – no, Teasenfitz – no, Venezia – yes, Giercyk – no. Motion failed based on the requested start date.*

Councilman Teasenfitz suggested again that the City’s policy be followed. Councilman Barbetto stated for the record, he was not saying no to the individuals being nominated, rather, he was saying no to the conditions the Mayor suggested.

*The Mayor nominated Matthew Wagner again, Councilman Teasenfitz seconded with the stipulation it was subject to the completion of the hiring process. A roll call vote was taken and all were in favor.*

*The Mayor nominated Arnold Clemenson, subject to completion of the hiring process. Motions to accept the nomination were made by Barbetto and Giercyk. A roll call vote was taken and all were in favor.*

*The Mayor motioned to authorize the DPW to proceed with repairs to Second Avenue, not to exceed \$5000.00 and subject to the availability of funds. Motion seconded by Barbetto. A roll call vote was taken and all were in favor.*

**RESOLUTIONS**

- 79-2010**      A Resolution Calling on the State Legislation and the Governor to Enact Property Tax Reform with Passage of the “Municipal Toolkit” and Mandates Relief  
\*Defeated 10/6/10;  
Mayor - Motioned for Reconsideration; Motion failed for lack of second.

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Some discussion took place over resolution 79-2010, with the Mayor expressing his disappointment in Council. He said that, while some things on page one of the resolution do not apply to Estell Manor, some very important points on page two do apply, such as energy tax credits.

**82-2010**      A Resolution Supporting Continued Open Space Pilot Funding

*Motions: Venezia / Barbetto*

*Recorded vote: voice, all in favor*

**COMMITTEE REPORTS**

Councilman Teasenfitz told Council that he and the Mayor would be prepared with a recommendation at the next meeting with regards to staffing the Tax Office. He asked what Council, as a whole, envisioned for the future of the open position and what they had in mind as to availability to the public. Mayor Venezia said that he was working on getting a certified tax collector from a neighboring municipality to fill in part time. Teasenfitz invited Council to comment; he asked if there was any guidance Council wanted to place on the personnel committee as they work through this. Council President Myers asked if the part time hours the Mayor had in mind would offer enough office support with regards to answering phones, etcetera. She suggested Council consider someone perhaps less qualified, for a lesser salary, but that would offer more all-around office assistance. *Mayor Venezia motioned, and Councilman Teasenfitz seconded, to authorize the Clerk to advertise on the League of Municipalities website for a part-time Deputy Tax Collector. A roll call vote was taken and all were in favor.*

Council President Myers asked how Council would like her to advertise the upcoming dates for Clean Communities and Dumpster Day. After brief discussion about the cost of printing and postage, *the Mayor motioned and Giercyk seconded, to authorize a postcard mailing not to exceed \$200.00. A roll call vote was taken and all were in favor.*

Councilman Barbetto reported the tax office has been receiving many inquiries from owners of DeCarlo lots who wish to donate or sell their lots back to the City; he asked Council what they wanted to do about it. The Mayor said the City will accept donated lots, but would not purchase them at this time.

Councilman Barbetto reported the City had received a second letter from Mrs. Lopez on South Jersey Avenue complaining about the condition of her road. She is asking the City to clear and maintain the dirt-end of her road, stating that delivery trucks and even the trash collectors do not recognize that end as a road – they believe it to be her driveway. Barbetto asked if DPW could take care of it. The Mayor replied that he and Teasenfitz (DPW Committee) would discuss it. Teasenfitz suggested in the meantime that the DPW Foreman at least take a look at it and put it on his list.

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**OPEN TO THE PUBLIC**

Mr. Tom Pogue commented on the fire truck being sold for scrap and cautioned Council on the GVW versus the actual weight for the purpose of scrapping it. He also commented on fundraising activities and the Mayor.

Kris Haeser complimented Council's decision to authorize comp days for eh DPW Foreman. He also commented on the raffle drawing at the Risley School and various other fundraising activities conducted by other organizations.

Dale Messina commented on the shared services proposal with Corbin City and on snow removal operations.

Creed Pogue commented on fundraising activities and the lease agreement, as well as the DCA checklist, the Zoning Officer's report and the landfill.

*The Mayor motioned to close the public portion...failed for lack of second. He then announced he was leaving the meeting and stepped down from the dais.*

Diane Pogue announced the clothing drive and commented on professional services bills for the landfill.

With no further business to discuss, this meeting was adjourned.

Respectfully submitted,

accepted:

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Kimberley Hodsdon, RMC

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Mayor, Joseph Venezia