

**CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
NOVEMBER 17, 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 5:00 pm. The flag salute and a moment of silence were observed.

Roll call: Present: Barbetto-yes; Haeser-yes; Cunningham-absent; Givens-yes; Teasenfitz-yes
FTR Mayor Teasenfitz stated Councilman Cunningham contacted him prior the meeting to inform him that he would not be present at tonight's meeting.

BILL LIST

Motions: Haeser / Barbetto to accept the Bill list as presented in the amount of \$13,962.82.

A discussion ensued prior to a formal vote

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

WORKSHOP TOPICS

Local Certified Government:

Mayor Teasenfitz revisited this topic from an earlier meeting in September at which time a representative from the State Historic Preservation Commission, Andrea Tingey attended and informed Council on the requirements of becoming a local certified government.

Ms. Tingey followed up with the Mayor on this topic with an email she sent with her recommendations to the City of Estell Manor regarding its ordinance on Historic Preservation Commission. The Mayor stated he wanted to share the information with Council publicly to allow a member of the public to be updated from questions they asked at a meeting on November 12, 2014 relating to this topic.

A discussion ensued as to who would be responsible for pursuing the requirements to apply with the State Office of Historic Preservation for the City of Estell Manor's consideration as a Certified Local Government.

Mayor Teasenfitz suggested the Historic Preservation Commission for the City start the project and then bring it to the Planning Board for their review. Smaller sub-committees could be formed to continue work on the designation and then approach Council for further discussion and consideration of amendments to the City's current Historic Preservation ordinance.

General Code:

An organizational analysis for the City's recodification project was completed and submitted to General Code. The Mayor reviewed some of the information considered to be included in the

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analysis. The Deputy Clerk copied and forwarded City ordinances from 1998 through 2010 for General Code to review and consider for inclusion.

Holiday Event:

Councilman Haeser provided an update on the status of the upcoming craft bazaar and stated he was requesting an additional \$300.00 for the purchase of lights and decorations for City Hall.

Motions: Givens / Barbetto to approve up to \$300.00 for the purchase of decorations for the upcoming holiday events.

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

Mayor asked if there were any outside vendors setting up which would need to file paperwork with the JIF for insurance coverage.

Haeser stated only local private crafters and non-profit organizations selling food would be participating.

Swiftreach Use Policy:

Mayor requested Council be prepared to vote on this at the December 10, 2014 meeting.

NJLM Supplies:

The Deputy Clerk informed Council that she would be ordering some publication supplies from the NJLM and wanted to ask Council if there was anything in particular that anyone wanted. Council would let the Clerk know and she would place a master order.

Laury Heating Quote:

Several service calls had been made to City Hall regarding the heating system and problems with regulating the heat still exist. A new quote was submitted for additional services and parts which will hopefully rectify the continued problems.

Motions: Haeser / Givens to accept the quote from Laury Heating in the amount of \$3,769.00 subject to certification of funds.

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

Public Works Update:

Mayor and Councilman Haeser brought Council up to date on matters relating to Public Works. The irrigation at the Risley School has been winterized and NuRain will be returning within the week to continue winterization of irrigation on the soccer fields.

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The military truck will be delivered in approximately three to four weeks. The Mayor stated he spoke to the salesman from Eastern Surplus Equipment and confirmed that the snowplow had been delivered to the plant and it would be prepped for installation.

5 Year Plan:

The Mayor shared with Council his suggestion of putting in place a five year plan to allow future members of Council to set a goal to continue working towards for the benefit of the City. He stated it is important to develop a strategic plan to strengthen the infrastructure of the City and to meet the needs of the community. He also pointed out that the City does not have a mission statement which may recognize Estell Manor as a specialized community.

Teasenfitz encouraged Council to consider some questions to help them determine the goals which should be set for the City.

A brief discussion ensued.

Public Comment

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

Diane Pogue asked Council if there would be a city wide call sent out through Swiftreach to inform the community of the upcoming craft bazaar and Chinese auction. She also stated the Historical Society will be having a meeting at the Risley School on Thursday, November 18, 2014 with a descendant of the Risley Family attending to offer some historical information regarding Estell Manor.

Haeser informed Diane Pogue that a call would be sent out with the information summarized of the activities to take place during the craft bazaar at the Estell Manor School.

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

Motions: Haeser / Barbetto to adjourn meeting at approximately 6:20 pm. A voice vote taken, with all in favor.

Respectfully submitted,

Accepted:

Fern A. Brown, Deputy Clerk

Mayor, Stephen Teasenfitz

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