

**CITY OF ESTELL MANOR
CITY COUNCIL MEETING MINUTES
JANUARY 11, 2012**

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 Venezia at approximately 7:30 pm. The flag salute and a moment of silence was observed.

Roll call: Present: Haeser-yes; Wiker-yes; Cunningham-yes; Teasenfitz-yes; Venezia-yes
City Solicitor Fred Scerni was also present for the meeting

ENGINEER'S REPORT

Chuck Fralinger was present to review the Engineer's report with Council. Planting of additional trees in front of the retention basin for the soccer fields and additional fencing installed by the Estell Manor School were discussed. Fralinger stated the County would allow the City to pay for the additional trees separately and then be reimbursed. He stated the planting would not be able to take place until the spring.

Mayor stated he would like a screen planting of trees in front of the retention basin.

Haeser stated WACYL president would also be looking into the issue of planting additional trees.

Mayor questioned Fralinger about solar panels and the possibility of installing them over the retention basin.

Scerni stated that the answer to that question really needs to be directed to the County. He stated open space funding is regulated by the same stipulations as the green acres program, and any environmental issues need to be addressed to the County.

Fralinger continued to review engineer's report. A hard copy of the complete report is on file in the office of the Clerk for public review.

TAX ASSESSOR'S PRESENTATION

Jim Mancini, Tax Assessor for the City of Estell Manor prepared a report and proposal to perform a tax reassessment and presented it to Mayor and Council for consideration.

He stated the City is under order to perform a tax revaluation but a reassessment would be considerably less expensive to perform. He stated the County Tax Administrator was favorable to complete this but wants a formal application filed by the City to do so. Mancini recommends hiring part time employees to perform the re-assessment.

Members of Council questioned the differences between a revaluation and a reassessment and asked Mancini to clarify them in layman's terms for the benefit of Council.

A discussion of the necessity of updated tax maps arose and a brief discussion ensued.

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Mayor recommended postponing a decision on this until another time.

Haeser and Wiker stated that Council should make a decision tonight because the City really does not have a choice in the matter and it is a time sensitive matter.

Mancini stated the cost of the reassessment could be budgeted over a five (5) year period and suggested the City's CFO explain the budget process and finance procedures involved.

Motion made by Mayor, seconded by Wiker to authorize the Tax Assessor for the City of Estell Manor to make application to the County Tax Administrator to conduct a tax reassessment in lieu of a tax revaluation.

Roll call: Haeser-yes; Wiker-yes; Cunningham-yes; Teasenfitz-yes; Venezia-yes

Mayor acknowledged Mr. Steve Lingle of Triad Associates who was present to explain his company's services to Council for consideration.

Mr. Lingle stated he was a senior associate in the firm and explained his previous work experience. He stated that he would be hired as a grant writing consultant for the City. He reviewed several sources of grants and the qualifications that exist. Basically his services would be to research grant opportunities, but no guarantee would be made that the City would receive the grants which were applied for. Additional fees would apply for Triad to apply for a grant on behalf of the City. Lingle supplied Scerni a copy of the proposed contract for review.

Discussion ensued regarding Mr. Lingle's services and whether or not the City should hire him to perform these services.

Teasenfitz asked what the cost of the contract presented to Council was.

Mr. Lingle replied \$200.00 per month for one year for consulting services only; there would be additional fees to write any specific grant specifications.

Wiker asked if the City needed to advertise for bids for this service.

Scerni stated no because it is under the state bid threshold.

RESOLUTIONS:

28-2012 A Resolution Amending the City of Estell Manor Personnel Policies and Procedures Manual

Wiker referenced the personnel policy discussion listed under new business on the meeting agenda and suggested Council wait and review the entire personnel policy with the Labor Relations Attorney and make all necessary changes at one time.

TABLED

Recorded vote: all in favor

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- 29-2012** A Resolution Authorizing 2012 Campground License Renewals
- Motions: Venezia / Haeser*
Recorded vote: all in favor
- 30-2012** A Resolution to Award 2012 Professional Services Contract for City Forester
- Council President nominated CME Associates to be appointed as the City Forester*
Motions: Haeser/ Wiker
Roll call: Haeser-yes; Wiker-yes; Cunningham-yes; Teasenfitz-yes; Venezia-abstain
- 31-2012** A Resolution Authorizing an Agreement for Water Testing and Well Monitoring Services
- Motions: Teasenfitz / Wiker*
Roll call: Haeser-yes; Wiker-yes; Cunningham-yes; Teasenfitz-yes; Venezia-yes
- 32-2011** A Resolution Authorizing a Budget Transfer of Funds
- Jud Moore, City's CFO explained the budget transfers to Council
- Motions: Venezia / Cunningham*
Roll call: Haeser-yes; Wiker-yes; Cunningham-yes; Teasenfitz-yes; Venezia-yes
- 34-2012** A Resolution to Award Professional Services Contract for Consulting Services as a Grant Writer for 2012
- Scerni explained to Council the methods of awarding a contract under the Pay to Play Law. He stated Council would need to insert the fees for this service into the 2012 budget to allow for the total contracted amount of \$2,400.00
Mayor asked Council their thoughts on this resolution and whether or not to move forward with this service.
Discussion ensued
- Motions: Venezia / Haeser*

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Roll call: Haeser-yes; Wiker-no; Cunningham-yes; Teasenfitz-yes; Venezia-yes

DEPARTMENT REPORTS

*Motions: Venezia/ Haeser to TABLE all department reports at this time
Recorded vote: all in favor*

OLD BUSINESS

Teasenfitz brought up for discussion the army surplus truck for public works and stated he would like to have a final decision on this tonight.

Mayor suggested checking with Triad Associates to inquire if any grant opportunities may be available to the City to purchase a multi-purpose such as the one presented to Council by Teasenfitz.

Teasenfitz stated the time frame for grant turnaround is very uncertain and should be considered when making a decision whether or not to purchase this truck or not.

Mayor suggested using capital improvement funds to improve south jersey avenue.

Teasenfitz suggested an ordinance be introduced to use capital improvement funds for a truck purchase, storage container and road improvement be combined.

Discussion ensued

*Motion made by Mayor, seconded by Wiker to TABLE this discussion until the
January 25, 2012 budget meeting for a final decision.
Recorded vote: all in favor*

BILL LIST

The City's CFO reviewed the bill list with Council to answer any questions they may have regarding the line items submitted for approval for payment.

Several items were discussed including: Hess Corp., DTE Landscaping, Cody's Power Equipment and the Mayor's Association.

*Motion made by Teasenfitz, seconded by Wiker to accept the bill list amount for
\$228,518.78 and the trust fund amounts for \$226.00*

Mayor stated he would like to set a purchasing policy for the public works department spending. CFO stating he would be subtracting the Home Depot line for \$632.00 and adjust the total bill list amount at the Mayor's direction.

Motion made by Wiker, seconded by Wiker to amend bill list and approve the new

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Amount of \$227886.46.

Roll call: Haeser-yes; Wiker-yes; Cunningham-yes; Teasenfitz-yes; Venezia-yes

BUDGET DISCUSSION

Judson Moore, CFO for the City of Estell Manor handed out 2012 budget documents to the members of Council to review.

*Motion made by Teasenfitz, seconded by Cunningham to authorize a Subaru Gas Powered pump be purchased for flood control purposes, amount not to exceed \$1,100.
Roll call: Haeser-yes; Wiker-yes; Cunningham-yes; Teasenfitz-yes; Venezia-yes*

OPEN TO THE PUBLIC

*Motions: Venezia / Wiker
Recorded vote: all in favor*

Mrs. Clemenson inquired if Council had followed up with the road issues regarding Seventh Ave. West. She stated she wants the road to be passable for emergency purposes and states it is a public safety issue for the City.

Mayor responded that the public works department is attending to the road problems and he has contacted the State Police regarding location problems with finding the Clemenson residence.

Cunningham stated Weymouth Township Rescue Squad had a meeting and sat down with Arnold Clemenson, another resident on Seventh Ave. West to map out the road.

Teasenfitz stated he had consulted with the Assistant Fire Chief regarding the dispatch location for the Clemenson residence to clarify the location.

CLOSED SESSION

33-2012 A Resolution Authorizing Closed/Executive session of the City of Estell Manor Governing Body to discuss personnel and real estate matters, Pursuant to N.J.S.A 10:4-12(b)

*Proper motions made and executed to close executive session portion of meeting
Proper motions made and executed to open meeting to the general public*

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Attorney Fred Scerni summarized closed session discussion for the public. He state Council discussed a potential land sale but did not have the block and lot information at this time, however Council was familiar with the parcel of land discussed due to the fact that it had previously been offered for sale to Mr. Sydney Simon. Council's decision on their intended direction will be made known at the February 2012 meeting at which time an appropriate resolution will be prepared to offer the property for sale.

Council also discussed employees' relationship with the public media as to their obligation of how to handle requests. It was decided that the City's labor relations attorney would be contacted to discuss the possibility of including instruction in the personnel policy to cover the employees' obligations.

With no further business to discuss.

Motion made by Venezia, seconded by Haeser to adjourn meeting at approximately 11:00 pm.

Respectfully submitted,

Accepted:

Fern A. Brown, Acting Clerk

Mayor Joseph Venezia