

**CITY OF ESTELL MANOR  
CITY COUNCIL WORKSHOP MEETING MINUTES  
JANUARY 29, 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-absent; Cunningham-absent; Givens-yes; Teasenfitz-yes

**ACUA BUDGET PRESENTATION**

Gary Conover from the Atlantic County Utilities Authority presented to Mayor and Council the 2014 recycling budget. Handouts were provided explaining the program and the annual report card for Estell Manor which outlined the tipping fees and residential recycling and yard waste collected from the City of Estell Manor. Conover pointed out that the City's trash collection amount decreased and the recycling increased which is a good factor. He stated all 23 municipalities using the ACUA pay a gate rate of \$61.00 while all other commercial carriers pay a gate rate of \$87.17.

Conover suggested the City supply the ACUA with a flyer regarding storm water management to include in the recycling newsletter circulated throughout the County. In reference to rigid plastics; they must be brought to the ACUA for recycling, however there is no cost for this service.

Conover stated the recycling tonnage grant resolution needs to be passed by April 30, 2014 in order for the ACUA to continue this service to the City. He stated he would contact the City Clerk in reference to this requirement.

\* The ACUA annual report card for Estell Manor is on file in the City Clerk's office for review.

**WORKSHOP TOPICS DISCUSSION**

Linda Givens gave an update on the Senior Citizens Advisory Committee and set a tentative date of February 18, 2014 for the first meeting. She stated she wanted to set a timeframe for the event and would supply some light refreshments for those who attended.

Teasenfitz stated the importance of making the information public knowledge and also made comment of taking the weather into consideration to avoid any safety issues.

Some suggestions for disseminating the information could include the City's website and face book page, the Risley School sign, a flyer sent to the school for distribution and a post card mailer.

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*Motions: Teasenfitz / Givens to open public comment portion of meeting.*

Diane Pogue reminded the Clerk of the Estell Manor School Strategic Planning Committee meeting scheduled for February 18, 2014 at 4:45 pm.

Jeff Cornew volunteered to attend the meeting to provide information regarding the County's Register Ready emergency registry program.

*Motions: Teasenfitz / Barbetto to open close public comment.*

Teasenfitz made a suggestion to allow the employees to distribute a card to senior residents requesting contact information to allow them to be notified of future information and activities which may be helpful to the senior community.

*Motions: Givens / Barbetto to approve the request for an information card for distribution are available to the public.*

*Recorded vote; all in favor.*

Teasenfitz briefly elaborated on some information regarding the Veteran's Advisory Committee stating he had spoken with a gentleman by the name of Mr. Bongiovanni regarding some Veteran's programs. He stated he was waiting for some additional information to share with Council on recognizing Veteran's whether it is posthumously or living and for returning home Veteran's to be recognized by the community.

A list of comparable fees of the City of Estell Manor and two other neighboring municipalities was reviewed and discussed for consideration for a fee ordinance introduction to amend the City's current fees.

Givens' questioned the proposed 200' property list and the late dog licensing fee.

Barbetto stated the City's Prosecutor stated the City's dog licensing fees needed to be increased. Barbetto also addressed the logging permitting fees currently in effect and suggested they be increased to cover the ten year period they are issued for and any additional costs which the City may incur from inspection fees.

The City Clerk stated she would check on a replacement cost for a City Code Book.

Council stated they would like to introduce the fee amendment ordinance at the February 12, 2014 meeting.

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**BILL LIST**

The City's CFO, Judson Moore provided a bill list for Councils review and consideration for the payment of bills. He told Council the outstanding bills for Ruderman and Glickman need to be added to the current bill list because they have already been printed and were being held from previous payment. The new bill list amount including the outstanding Ruderman & Glickman checks total \$40,959.55.

*Motions: Teasenfitz / Givens to approve the bill in the amount of \$40,959.55*

*Roll Call: Barbetto-Yes, with the exception of the two Ruderman & Glickman bills;*

*Cunningham-Absent; Givens-Yes; Haeser-Absent; Teasenfitz-Yes*

CFO explained the State budget introduction has been pushed back by the State to March 15 so the City will have to introduce its budget by March 12, 2014. He suggested the finance committee meet prior to introduction to discuss the 2014 budget.

**WORKSHOP TOPICS (CONTINUED)**

A discussion ensued regarding the possibility of changing the current hours of operation for City Hall.

Teasenfitz stated he would like to see City Hall open for business 4 ½ to 5 days per week to better accommodate the public. He asked members of Council if they had any thoughts to share on this topic.

Barbetto stated he had considered the matter and worked on some numbers and made a suggestion of City Halls hours to be Monday, Tuesday Wednesday and Thursday open from 9:00 am to 3:30 pm, and then returning on Wednesday from 6:00 pm to 8:00 pm and Friday being open 9:00 am to 1:00 pm. This reflects a decrease of total hours by one hour and allows City hall to be open more often.

Teasenfitz stated he would like to have a continued discussion on the proposed change of City Hall on the February 12, 2014 meeting agenda and possibly implement the change on March 3, 2014. He suggested the personnel committee continue to speak with the employees to get their final thoughts on the proposed changes before voting on the topic.

Barbetto and Teasenfitz reported they have been working on reviewing the 2012 International Property Maintenance Code and making some minor revisions to adapt as applicable to Estell Manor. They stated they would like to meet with the Zoning Officer to discuss a few items in the code before it is ready for introduction.

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Teasenfitz announced the City has been researching several community notification service providers for consideration. Linda Kent has done extensive research on this topic and will be providing the IT Committee with a spreadsheet detailing the costs and services for review and further discussion and consideration. He reported to Council that he has spoken to many residents in regards to a community notification system and has received a positive response in favor of this service being available to the Estell Manor community.

Teasenfitz expressed this to be a win win situation for emergency management staff and providers.

Barbetto and Givens stated they both had received the County's CodeRed recorded message initiating their County wide emergency community notification system and they were both impressed with the message and thorough information provided.

**PUBLIC COMMENT**

*Motions: Givens / Barbetto to open public comment portion of meeting.*

*Recorded vote; all in favor.*

Diane Pogue asked Council if there was any type of City survey for property owners to complete and submit to the City to confirm the amount of acreage they have on the tax records. She also commented on the City's fax fees. She stated she is in favor of the City returning to a five day work week.

Giovanna Wagner asked if the community notification system was on a volunteer option for those who wish to participate.

Teasenfitz confirmed it is a volunteer option for a resident to participate in the service. Anyone could opt out of the service as well as choose the means of device on which they choose to be their notification method.

Cathy Cornew wished Council good luck in the New Year and stated she liked the comment the Mayor made that Council appreciates the City's employees and wants to ensure their happiness in their work environment. She also commented on the Veteran's Advisory Committee and advised the City to share this service and opportunity to other towns.

Teasenfitz advised Cornew that the Strategic Planning Committee for the school has continued to meet and represent both the City and the Estell Manor School by having participating representatives from both organizations. He stated he would like to wait until he has had an opportunity to speak to the Atlantic County Veteran's liaison, Mr. Bongiovanni for his input on this topic before he opens an invitation to outside communities.

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*Motions: Barbetto / Givens to close public comment portion of meeting.*

*Recorded vote; all in favor.*

Barbetto asked Councils permission to apply for a recycling grant for recycling containers on the City's behalf.

All members of Council were agreeable to this request.

Teasenfitz asked Chuck Fralinger to represent the City of Estell Manor by attending the 2014 CDBG grant funding meeting with the County at the Mays Landing Library.

All members of Council were agreeable to this request.

City Clerk advised Council of the current status on the mixer board and microphones for the Liberty Recording System and the options for replacement of them.

Givens commented on the good condition of the roads from the last snowfall and stated she was pleased to see the County also doing on good job of keeping them cleared.

Teasenfitz commented on the work completed on the City's roads by the Public Works Department and how well they did with the City's equipment limitations and repeat breakdown of equipment.

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

Respectfully submitted,

Accepted:

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Fern A. Brown, Acting Clerk

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Mayor, Stephen Teasenfitz