

**CITY OF ESTELL MANOR  
CITY COUNCIL MEETING MINUTES  
FEBRUARY 26, 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-absent; Teasenfitz-yes

Teasenfitz suggested taking a brief recess to allow Councilwoman Givens, who was running a little late to attend the meeting.

Givens arrived at the meeting approximately three (3) minutes late.

**RESOLUTIONS**

**35-2014                      A Resolution to Transfer Funds from the Garbage and Trash  
Collection Appropriated Budget to Legal Services O & E**

*Motions: Haeser/Barbetto to approve Resolution#35-2014 in the amount of \$2,500.00*

*Roll Call: Barbetto-yes; Cunningham-absent; Givens-yes; Haeser-yes; Teasenfitz-yes*

**WORKSHOP DISCUSSION TOPICS**

The 2012 International Property Maintenance Code was discussed for Councils consideration for introduction and adoption. Barbetto, Teasenfitz and Wayne Caregnato, the City's Zoning Officer have reviewed the code and made some revisions to allow it to be more applicable to the City of Estell Manor. Teasenfitz stated Linda Kent is converting the code into a word document format for the City Solicitor to review and endorse for introduction at the March 12, 2014 meeting.

The Flood Damage Prevention Ordinance is still pending the City Solicitor's input and Teasenfitz stated he would contact Mr. Scerni to get the status on this ordinance for future introduction.

Teasenfitz announced that the Swiftreach Community Notification System is operational at this time and explained the usage of the system.

Haeser confirmed he had received the information to participate in an administrative used webinar and stated he would be available to record a message on February 28, 2014.

Teasenfitz stated he would like to get the information out to the community regarding City Hall's new office hours prior to the start date of March 3, 2014. He also cautioned Council of the

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oversaturation of information decimated to the residents to allow people to stay alert and interested in the information they are receiving.

New City Hall hours of operation will start Monday March 3, 2014 and a sample schedule had been drafted by Councilman Barbetto and distributed to Mayor and Council for their consideration.

**2014 Budget**

The proposed 2014 budget overview is patterned very similar to the 2013 budget with a few changes to specific line items of appropriation. There have been significant increases in legal services and maintenance to the soccer fields have also increased. Any major improvements to the fields would need to be taken from the capital improvement fund. Some items for consideration may include seeding, topsoil and other long term improvements.

Other areas of increases include data processing for computer upgrades. A new server would be financed through the capital improvement fund but new software would not.

It was highly recommended that off-site computer back-up and storage be considered to safeguard the City's records.

Teasenfitz suggested if any member of Council had any questions or concerns with the budget to contact a member of the finance committee to discuss them. He stated it is planned to introduce to budget at the March 12, 2014 meeting. The City is still waiting for the State to release any available state aid funds.

Barbetto stated a new salary ordinance would need to be adopted to reflect some minor changes to the current one. A new position of flood plain administrator is required to comply with the new state rulings on flood plain zoned areas within the City. The application fee for a flood plain certification will be set at \$75.00, which is comparable with neighboring municipalities and the administrator will receive \$60.00 per certification issued. Other changes include an increase the public works laborer position from \$8.50 to \$10.00 per hour to allow for any increase in the minimum wage rate. Additionally, the public works foreman position will increase from \$14.50 to \$15.00 starting rate per hour. A new ordinance will be introduced at the March 12, 2014 meeting.

Barbetto, Teasenfitz and the Acting Clerk met with Earl Babb from General Code to discuss code book upgrades and the costs involved. A more modern user friendly on-line system will be a great improvement to the City's rules and regulations and the enforcement of them. Teasenfitz explained some of the capabilities in accessing the new formatted code book via other electronic devices. Teasenfitz explained the process will take approximately two years to complete

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however; the current code book is available in the format and new legislation will be added as it is adopted. He stated an analysis is initially done of the current cod book and then a report and recommendations are submitted to Council for their review and consideration.

The actual cost is currently unknown at this time, however there is a range of \$10,000 to \$20,000 for the project and the amount can be stretched over a five year period as a capital improvement and budgeted as so. The City would appropriate 20% of the total cost each year for five years.

Senior Citizens Advisory Committee is listed in the City's Code Book and Mayor and Council would like to consider establishing this in the near future. Teasenfitz reviewed and commented on the first senior citizens social hosted by the City. Givens was asked by the Mayor her thoughts on establishing a Senior Citizens Advisory Committee.

Givens asked if there was a need to set a date for the next senior citizens social in March or stated it may be best to wait until April to allow more time for planning and she could schedule a date during her time off from work. Givens stated she would check her calendar for a date and also speak with the office staff to check on their availability for another event. She stated she would report back to Council at the meeting scheduled in March.

Teasenfitz and Haeser met with the Estell Manor School Superintendent and School Board Secretary on a business liaison level to ensure alignment of insurance and building use policy.

Barbetto announced the next newsletter submission deadline will be March 7, 2014 and suggested Council have anything they would like to consider for submission to Diane Pogue by that date.

**BILL LIST**

A bill list was submitted by the City's CFO for consideration and approval for payment of bills. Haeser questioned items listed as supplies for the Estell Manor Fire Company and a Garret Scanner.

Barbetto stated the bill for the fire company supplies was a bill left from 2013 and will be paid with funds from the 2014 budget appropriated for the fire company.

The scanner was for the Municipal Court to be used as a security wand to check people as they enter the court.

*Motions: Haeser / Givens to approve the bill list in the amount of \$49,924.17 and a trust fund list in the amount of \$199.87*

*Roll Call: Barbetto-yes; Cunningham-absent; Givens-yes; Haeser-yes; Teasenfitz-yes*

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

**PUBLIC COMMENT**

Judy Cassagrande informed Council that the senior tea at the school is set for 10:00 am and that it is a yearly event as well as the grandparent visitation event. She stated she enjoyed the City's first hosted senior citizen social event. She also stated she is in favor of the City updating the City's code book and that it seems to her to be cost effective and more productive as well.

Creed Pogue announced the latest court order in regards to the pending litigation has been made known to the courts and it was in favor of the plaintiff. He stated this litigation had been initiated by previous administrative members and he is concerned with continued expenses to the City which could be better spent on the City's behalf and benefit.

Joe Venezia commented on the salary ordinance discussed tonight by Council. He suggested lowering the maximum hourly rate amount set for the public works foreman position. He claimed he was treated with disrespect by a member of Council and if he is publicly scolded again he will press legal charges against them. He verbally attacked Council President Haeser for past political campaign letters sent during the general election and made comment on income allowances made by members of Council.

Al Sorg expressed his concern with the lack of progress on the soccer fields and their condition. He compared them to Weymouth Township's fields and stated he contacted a turf management company to request a quote be sent to Council for their consideration. He suggested Council consider a small municipal bond to allow for upgrades and improvements within the City.

*Motions: Teasenfitz / Haeser to close public comment, voice vote with all in favor.*

*Motions: Givens / Haeser to adjourn meeting at approximately 8:20 pm, voice vote with all in favor.*

Respectfully submitted,

Accepted:

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Fern A. Brown, Acting Clerk

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Mayor, Stephen Teasenfitz

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