

**CITY OF ESTELL MANOR
CITY COUNCIL MEETING MINUTES
MARCH 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.

Councilman Barbetto requested Council take a brief recess to allow for Councilwoman Givens to arrive who was running late due to car problems.

Motions: Haeser / Givens to re-start the meeting.

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

WORKSHOP DISCUSSION TOPICS

Soccer Fields: Public works foreman, Brian Johnson was requested to attend the meeting to participate in the discussion and offer his input on continued treatment and maintenance of the fields.

Council President Haeser addressed a proposal from Lawn Doctor to provide some services for the soccer field. Services are specific to pre-emergence weed control, fungicide and insecticide and pesticide application. The total amount of the proposal was \$3,980.00 with an option to exclude the grub control for a total proposal amount of \$3,190.00. Haeser stated he met with a representative of Lawn Doctor to review the field and the type of services recommended to bring the condition of the field back to life. Haeser also stated this contractor provides landscaping services to neighboring Weymouth Township and that they were very satisfied with the services provided.

Motions: Barbetto / Givens to approve the proposal from Lawn Doctor in the amount of \$3,980.00.

Discussion ensued on the work to be performed by Lawn Doctor and the opinion of public works as well as members of Council. Additional services such as seeding and aerating were discussed and confirmed by public works that they had taken place during fall 2013. Scheduling of services to be provided was also addressed.

*Roll Call: Barbetto-yes; Cunningham-absent; Givens-yes; Haeser-yes; Teasenfitz-yes
Conditional on the certification of funds from the City's CFO.*

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In addition to treatment directly to the soccer fields other areas which need cleaning and treatment were also addressed. The retention pond needs to be cleaned and maintained, areas of fencing damaged by the derecho storm need replacing and some additional equipment needs to be considered for purchasing to properly maintain the areas around the soccer fields. Trees surrounding the retention pond were also addressed and may need replacing due to winter damage. A new irrigation system may be considered in the future to allow for proper watering to this area.

Brian Johnson expressed concerns he had regarding the field's current irrigation system and possible damage which may have occurred over the winter to the underground system because it had not been "blown out and winterized". Johnson asked Council when they anticipated officially opening the fields to the public. Council stated they are working on a few items which included a field use policy, recycling and trash receptacles, picnic table placement and portable toilets. Liability insurance coverage and other coverage issues will be followed up with the City's JIF representative.

Johnson stated his concern with the parking lot areas between the soccer fields and the Riley School and the constant displacement of stones in these areas which he has frequently regarded. He suggests a fence between these two areas to prevent this from continuing.

Motions: Teasenfitz / Haeser to open meeting for public comment for this topic only for brief comment, voice vote with all in favor.

Al Sorg stated a swing gate may be considered to block off the driveway openings. He stated in his opinion some of the trees around the retention basin may be able to be saved. He questioned the services to be provided by Lawn Doctor what condition Council anticipates the fields to be in by the fall. Sorg also commented on a larger mower for mowing the fields. Overall he stated he feels the general plans to improve the field sound positive.

Diane Pogue suggested cameras in the parking lot areas to deter vandalism to the areas in question. She also questioned if trees needed to be planted in comparison to bushes that are fast growing. Bathroom facilities at the field were also questioned.

Larry Hughes asked what type of trees are recommended to plant around the retention basin. He also questioned the ordinance for the fields and suggested a time limit be included in the ordinance.

Diane Pogue suggested reaching out to the community for any equipment they may want to donate to the City for free.

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

EPL Training: The JIF requires EPL training every two years to stay in compliance. The Acting Clerk will contact the Labor Relation Attorney to schedule a date for the training. Training needs to be completed by May 1, 2014.

The personnel committee will also try to coordinate with the Labor Relations Attorney to review necessary updates and revisions which need to be made to the Personnel Policy and Procedures Manual.

Employee Evaluations: Employee evaluations and forms to complete them were discussed. Haeser expressed concerns with completing them this year since he was not on the Personnel Committee in 2013. The Personnel Committee would check the Personnel Policy for clarity on the completion of evaluations.

SOP Manual: The current revisions and additions made to the Standard Operating Procedures Manual were completed by both Linda Kent and Brian Johnson and submitted to Mayor and Council for consideration. Teasenfitz stated he wanted the City Solicitor to review the original ordinance which adopted the original SOP manual for clarity on how the new revisions and changes could be put into place. He stated the safety committee should review the information for consideration and report back to Council.

Various Threats and Procedures Policy: A security assessment was conducted by the Atlantic County Undersheriff, Ted Kammer on the request of the Municipal Court Administrator, Antoinette Tummon in order to meet the requirements of the AOC.

An emergency management plan addressing various possible public and environmental threats and other emergencies were discussed and sources of information will follow for review and consideration at a future date.

Emergency Management: Emergency Management Coordinator, Jeff Cornew addressed Mayor and Council with an agreement between the City and the Atlantic County Office of Emergency Preparedness for the use of a County issued iPad mini tablet for the use of reporting any damage to FEMA for reimbursement to the City. The County is offering this equipment to be used as well as replacement and repair any damage incurred to the equipment by execution of an agreement. Cornew is requesting a signature by the Governing Body on the agreement which would designate himself as the responsible party for maintaining the equipment. He also plans on attending training offered by the County for proper use of the program.

Teasenfitz asked how this new format would impact the present process in place.

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Cornew stated it would simplify and speed up the reporting process and allow for more accurate reported information.

Motions: Haeser / Givens to approve the agreement between the Atlantic County Office of Emergency Preparedness and the City of Estell Manor to issue an iPad mini tablet to Jeff Cornew acting in the capacity of the Emergency Management Coordinator to the City of Estell Manor.

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

2014 Salary Ordinance: Barbetto addressed some changes that need to be made to the current Salary Ordinance from 2011 which require a new Ordinance to be adopted. Council were all in agreement to the recommended changes to be made. The 2014 Ordinance will be introduced at the next regular scheduled meeting on April 9, 2014.

Computer Server Upgrades: Teasenfitz recognized Linda Kent for her efforts in saving the City's server from crashing and allowing continued computer capability of the City's computers.

Barbetto reviewed the quotes presented to Council for the replacement of a server, operating systems and an off-site data storage system. The funds are anticipated to be taken out of the capital improvement fund and had been certified by the CFO. Additional computer needs not included in the quoted costs are transfer of data from the current server to the new server and back-up services for the tax and licensing programs.

Motions: Haeser / Givens to purchase the equipment and services discussed for the computer needs of the City of Estell Manor.

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

Barbetto confirmed with the auditor that the City can approve the purchase since the City has introduced the 2014 budget and the funds have been certified through the capital improvement fund.

Other matters of discussion initiated by the Acting Clerk were concerns the employees had with the approved plan for the ADA improvements to City Hall and asked Council to reconsider the plan they had previously approved in the contract bid specifications. The architect had supplied a revised plan which Council reviewed and further discussion ensued.

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Dumpster Day: The spring dumpster day was scheduled for May 31, 2014 from 8am to 12 pm at the City's gravel pit on Maple Avenue. Councilwoman Givens and Councilman Barbetto will both be present at the day of the event.

RESOLUTIONS

41-2014 Budget Transfer Resolution

Motions: Haeser / Barbetto to approve Resolution#41-2014

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

BILL LIST

A bill list was submitted by the City's CFO for the payment of bills. Item #38, Suburban Propane was removed from the total amount for payment.

Motions: Haeser / Barbetto to approve the bill list in the amount of \$29,901.71 and the trust fund list in the amount of \$19.18

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

PUBLIC COMMENT

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

Al Sorg commented on the financial conscience of the present Council with spending and stated that cutting corners to save money causing spending more money due to equipment breakdown. He stated this is a bare bones community and suggested Council consider bonding to allow for future plans and spending to bring the City and its equipment up to speed.

Jeff Cornew commented on a letter of intent the City could submit to the County for a replacement generator and the time researching it to find out if the City could recoup some of the time and resources spent in a monetary grant refund.

Diane Pogue thanked Council for repositioning the flags in Council chambers to reflect proper placement.

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

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Motions properly executed to adjourn meeting at approximately 9:30 pm.

Respectfully submitted,

Accepted:

Fern A. Brown, Acting Clerk

Mayor, Stephen Teasenfitz