

**CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
April 23, 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-yes; Teasenfitz-yes

WORKSHOP DISCUSSION TOPICS

Dumpster Day:

A date had previously been set for this event however Barbetto asked Council if they wanted to send out a post card informing the residents in addition to the Swiftreach Community Notification System message.

Teasenfitz stated he had spoken to Linda Kent regarding the bulk mailings and asked if Council had any other information they would like to include on the post card.

Givens stated she needed to contact Mr. Dowling to confirm a guest for the next senior social and would need a few more days to finalize the date and information.

Barbetto asked if the senior social events were being scheduled every month or every other month.

Givens replied the general consensus of those attending and involved in the planning was for a monthly event.

Barbetto stated tires were accepted during the past dumpster days and the fees continue to be \$5.00 for tires on the rims, no fee for tires off rims.

Motions: Barbetto / Givens to authorize the City to send out post cards to advertise the dumpster day event not to exceed \$200.00

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

Memorial Day Activities:

Teasenfitz stated he would like to observe more activities honoring Veteran's during this holiday especially.

Giovanna Wagner stated in the past the Volunteer Fire Company has offered refreshments at their fire house and watered the plants at the elementary school's memorial garden. She also stated they offered traffic control during the Memorial Day ceremonies held at the school's outside memorial.

Teasenfitz stated he would like to get involved in observing this day but does not want to interfere with any activities already planned by other groups involved.

**CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
April 23, 2014**

A discussion ensued regarding the purchase of flags by the City to display in time for Memorial Day.

*Motions: Haeser / Barbetto to authorize the purchase of flags not to exceed \$750.00
Roll Call: Barbetto-yes; Cunningham-absent; Givens-yes; Haeser-yes; Teasenfitz-yes*

*Motions: Barbetto / Givens to authorize the purchase of a Memorial Wreath for the Veteran's Memorial at the Estell Manor School for Memorial Day
Roll Call: Barbetto-yes; Cunningham-absent; Givens-yes; Haeser-yes; Teasenfitz-yes*

July 4 Events:

Haeser stated there was no information at this time to report on any planned July 4 activities locally. He said he would follow-up with Weymouth Township and report any information to Council.

Estell Manor Community Partnership Group:

Judy Cassagrande and John Cressey were present to review with Council some activities the group have been working on to initiate.

Cressey announced the Municipal Drug Alliance would be meeting the next Tuesday from this meeting to discuss this program. He stated the State is moving their fiscal year to be in alignment with everyone else which will allow an additional six month worth of funding available through the drug prevention program.

A coordinator for this program was discussed, whether it be a volunteer or paid position. Additional insurance coverage for activities held at the school was also discussed.

Haeser and Barbetto stated they recently met with Estell Manor School Superintendent, Noelle Jacqueline regarding insurance coverage for such events and activities held at the school.

Teasenfitz shared two dilemmas he shares with Judy Cassagrande and wanted to share them with Mr. Cressey in regards to the Municipal Alliance Program. He stated he is unclear on the outstanding contribution amounts Estell Manor is responsible for towards the Alliance Program and the in-kind match amount which Estell Manor is responsible for towards the Alliance Program. He stated he did not feel comfortable authorizing the agreement presented to him without fully understanding the City's financial obligations. He assured the Alliance members he is supportive of this program however a better understanding is necessary before Council can make a final decision.

**CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
April 23, 2014**

Cressey reviewed some of the past activities the school students have been afforded through the Municipal Alliance Program in the past and stated they have well benefited the students and community.

General Code Codification:

Teasenfitz stated this topic was intended to be presented tonight but after conferring with the City Auditor it was advisable to wait until the City Solicitor is present because it requires an Ordinance which should be reviewed by the Solicitor for appropriateness and approval prior to introduction.

Barbetto stated waiting one more month would not make a difference since this has been on hold for approximately eight years.

Construction Update:

The construction project which will begin soon is to allow City Hall to be ADA complaint as well as the Municipal Court office. Funding for the majority of this project were made available by funds through the County CDBG Grant Program. A change order was necessary to be authorized this night to allow the construction project to continue. Other change orders will be presented in the future to reflect changes made to the original specifications. Additional change orders may include, a new heat unit to be installed, carpet tile and a bullet proof panel under the new service counter in the hallway.

*Motions: Haeser / Givens to authorize **Resolution#48-2014**, change order #1 to the ADA construction project.*

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

New Office Furnishings:

Teasenfitz stated the current office furniture in the main meeting room are very old and worn. He stated both outside professionals and staff use the furniture frequently and suggested purchasing new furniture to replace some of the old furniture.

Barbetto asked where the funding would come from for this purchase.

Council decided to revisit this topic at a later date.

Swiftreach Community Notification Usage Policy

Teasenfitz used a model usage policy from the County's communication system and made some revisions to apply to Estell Manor. He briefly reviewed the policy with Council and suggested

CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
April 23, 2014

they look over it and bring any suggestions for any deletions or additions to the sample he supplied them back to Council for final consideration.

Givens asked who makes the decisions for the Estell Manor School EdConnect communication system. She stated the school where she works the administrator handles those responsibilities. Teasenfitz stated he felt there should be an application process which would be approved by either a Council member or a Committee after review. Comparisons were made between the Atlantic County's Emergency Notification System and the proposed City sample.

RESOLUTIONS

47-2014 A Resolution Amending the City of Estell Manor's Personnel Policies and Procedures

Motions: Barbetto / Givens to approve the amendments to the City Of Estell Manor's Personnel and Procedures Manual finalized by the Labor Relations Attorney.

Haeser and Teasenfitz met with the City's Labor Relations Attorney, Elizabeth Garcia to review necessary changes which needed to be made to the City's current personnel and procedures policy. Garcia made the discussed changes and provided a final draft for Council to consider for adoption as required by the MEL/EPL program.

Haeser made some additional amendments to the policy which were overlooked which included, vacation days earned and the accumulated day's carrier over allowance deadline.

Haeser stated March 31 of the following year be the cut-off to use any accumulated time earned before it is forfeited.

There were questions relating to the vacation time earned by the part-time employees and whether it can be carried over into the next year or not and also the initial date when the time starts to accrue.

Teasenfitz suggested an additional paragraph be added to the policy to clarify the benefits agreed to for the part-time employees.

Haeser referenced page 30 of the City's personnel and procedures policy regarding sick days. A minor change was suggested to separate the time and amount of time the sick days occur.

Bereavement time was also discussed and to which employees this applies. Haeser stated he feels all the employees should be allowed three days off bereavement of an immediate family member.

Teasenfitz commented on specific religious beliefs and suggested allowing time off for their observance by those who may observe such an event.

**CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
April 23, 2014**

Motions: Barbetto / Givens to approve the amendments as listed and as discussed to be made to the City of Estell Manor Personnel and Procedure Policy.

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

BILL LIST

Motions: Givens / Haeser to accept the bill list submitted by the City's CFO for the amount of \$210,816.89.

Barbetto pointed out the amount of the Abbiamo service agreement renewal was \$250.00 a correction from the previous bill of \$450.00.

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

PUBLIC COMMENT

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

Diane Pogue asked Council to consider paying for having the Risley School repainted. She stated the cost of the last painting service was \$2,800.00. She stated the Historical Society does not have the funds to pay for it themselves. She reminded Council that the building is City owned and is listed on both the local and state registry of historic places in New Jersey. Pogue also offered the City use of the Historical Society's postal mailing permit for mailing postcards.

Council suggested she get some quotes for painting the building and report back to Council for consideration.

Giovanna Wagner asked Council if anyone has inquired about the Volunteer Fire Company getting a reduced propane rate through the City's state contract supplier.

Barbetto stated he would talk to the City's CFO about this and get back to her with an answer.

Judy Cassagrande commented on the senior social hosted by the City recently and the positive actions Council has made on the residents behalf.

Teasenfitz commented on a Township Officials dinner he had attended recently and conversation he had with former Weymouth Township Mayor and resident, Millie Messina. He stated she was very interested in the senior socials Estell Manor has started this year and would like to discuss

**CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
April 23, 2014**

further some ideas and possible shared activities both Estell Manor and Weymouth Township could participate in.

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

Motions: Haeser / Givens to authorize Resolution#49-2014, executive/closed session to discuss matters relating to current litigation, no action will be taken at this time; voice vote taken with all in favor.

Mayor Teasenfitz summarized closed session discussion as the following; a matter relating to current litigation identified as Johnson versus the City of Estell Manor was discussed with Special Attorney Littie Rau. Ms. Rau informed Council that the settlement agreement has been signed by Brian Johnson and is currently on his Attorney Sal Siciliano's desk for his signature and final review before final execution of agreement. Mr. Scerni has a copy of the agreement and has maintained his position on this matter as being aware of the status. City CFO, Jud Moore had been notified of the status of the settlement to prepare for any financial obligations of the City. A resolution will follow within the next thirty to sixty days announcing the actions taken by Council on this matter.

Motions: Haeser / Givens to close executive session and enter into public meeting, voice vote taken with all in favor.

Motions: Haeser / Givens to adjourn meeting at approximately 9:15 pm.

Respectfully submitted,

Accepted:

Fern A. Brown, Acting Clerk

Mayor, Stephen Teasenfitz