

**CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
MAY 28, 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

PUBLIC COMMENT

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

Larry Hughes commented on the Memorial Day service held recently at the Estell Manor School Veteran's Memorial and stated he was very pleased with the turnout for this event.

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

ORDINANCES/INTRODUCTION

08-2014 An Ordinance Appropriating the Sum of \$14,500.00 from the Capital Improvement Fund of the City of Estell Manor for the Purchase of Mowing Equipment and Sprinkler System Installation and Supplies

Motions: Haeser / Givens to approve the introduction of Ordinance#08-2014.

Mayor explained the reason for this ordinance presented tonight for introduction. Discussion ensued regarding the new sprinkler system installation and location of same. Details regarding the purchase of a new lawn mower to address the specific needs for the soccer fields' maintenance were also discussed by Council and Public Works Foreman.

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

WORKSHOP DISCUSSION TOPICS

Construction Update:

Teasenfitz reviewed the current status of the ADA upgrade project and the pending work to be completed. The electrical inspection passed which allow continuation of work to be completed. He suggested staff look closely at the work completed and make a note of anything which may

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need to be fixed or corrected. A final punch list will be addressed at the next project meeting set for June 5, 2014. A final walkthrough will take place to identify any discrepancies. One of the surveillance cameras need replacing, cost is \$300.00.

*Motions: Givens / Haeser to approve replacement of security camera in the amount of \$300.00
Roll call: Barbetto-yes; Haeser-yes; Cunningham-absent; Givens-yes; Teasenfitz-yes*

OPEOSH Violations:

A violations report was issued to the City's Public Works Department by the State with mandatory compliance dates. The Mayor met previously with the Public Works Foreman to discuss the report and any repairs and any equipment replacement required to comply. The Mayor stated the requested repairs and replacements are routine and stated they are all necessary. Public Works Foreman has compiled a list of repairs, parts and equipment needs as well as costs for the same to complete for compliance to the violations report.

Some of the items addressed included; the bucket truck yearly inspection, electrical repairs, shop tools and mandatory safety training.

A discussion ensued regarding the deficiencies and upgrade needs for the public works department and equipment needs.

A list was submitted with the supplies, repairs and equipment needed to complete the requirements for compliance to the violations with costs totaling \$7,600.00. Additionally public works needs to order oil, filters and antifreeze for the equipment presently in service, this includes the boom truck, two dump trucks and mowers for approximately \$760.00.

*Motions: Haeser / Givens to approve the Public Works repairs listed in the amount of \$7,600.00
Roll call: Barbetto-yes; Haeser-yes; Cunningham-absent; Givens-yes; Teasenfitz-yes*

Motions: Haeser / Barbetto to approve the purchase of equipment maintenance supplies (oil, filters and antifreeze) subject to the availability of funds not to exceed \$800.00.

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

OSHA Violations:

Follow-up to the report issued to City Hall for in-house violations were the absence of the occupational injury reports and an asbestos survey. The required reports have been completed by Brian Johnson and will be forwarded to the State.

TTI Environmental, Inc. provided a proposal for the asbestos inspection and sample testing to complete a survey to submit to the State in compliance with the violations.

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There were concerns with the estimated quote for the required services which were discussed by Council.

Motions: Haeser / Givens to approve the asbestos survey services to be completed not to exceed \$4,600.00, with the option of a lesser quote or another service provider.

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

RESOLUTIONS

57-2014 A Resolution Approving Change Order#7 for the ADA Upgrades Project

Motions: Haeser / Barbetto to approve Resolution#57-2014 to add a shelf outside the Court Office.

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

58-2014 An Emergency Appropriations Resolution for Asbestos Removal, Mold Remediation and Inspection Fees in the Amount of \$10,000.

Motions: Barbetto / Haeser to approve Resolution#58-2014.

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

Municipal Drug Alliance:

A balance of \$2,758.00 remains available to Estell Manor to spend within the remaining six months of the calendar year through the Municipal Drug Alliance Partnership Program. Barbetto provided a list to Mayor and Council outlining activities and costs for consideration for the fund balance disbursements. He stated the City needs to establish a drug alliance committee to accommodate the insurance requirements. He stated he had two volunteers who were interested on serving on the committee, those individuals being John Cressey and Judy Cassagrande. Barbetto and Council President Haeser also expressed their interest of serving on the committee.

Judy Cassagrande suggested someone within the Estell Manor School may want to serve on the committee as a representative of the school.

Teasenfitz agreed a five member committee is a good number and manageable.

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Barbetto stated someone should be appointed to oversee the volleyball league being established through the Community Partnership Group which would be a paid position and would be set by ordinance and resolution.

Both the committee and the activities utilizing the funds would need to be managed by the City. Barbetto stated he would follow-up on a volunteer from the school to complete the five members committee.

Motions: Barbetto / Haeser to approve the budget presented by Barbetto for disbursements of the Municipal Drug Alliance Funds.

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

Motions: Haeser / Barbetto to create a committee representing the Municipal Drug Alliance on behalf of Estell Manor, to include two members of Council, two members of the public and one member representing the Estell Manor School. Voice vote taken with all in favor.

Dumpster Day/Shredding Event:

It was announced that Councilmembers Barbetto and Givens would be present at the upcoming dumpster day located at the Maple Ave. gravel pit. The hours for residents to drop off is from 8 am to 12 pm. Barbetto stated tires could be dropped off as well with a charge of \$3.00 per tire on the rim and no charge for tires off the rim. There is no charge for battery drop off as well.

Employees Brown and Tummon will be at City Hall to organize the shredding event there from 10 am to 2 pm.

Senior Social/Senior Advisory Committee Update:

Givens reported the latest senior social was a success and she stated she is unsure of the next scheduled date due to some uncertainty for attendance of the regular attendees.

Teasenfitz suggested a different day be considered for the next date. He also stated the City has received two applications from individuals interested in serving on the senior citizen advisory committee and two applications from individuals interested in volunteering.

June 17, 2014 was set as a tentative date for the next senior social. Barbetto stated he spoke with the Atlantic County Surrogate to inquire if he may be interested in being a guest at the next event to speak about will preparation and other matters of interest to the senior population.

Other Topics:

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Barbetto suggested offering some type of award to the graduating eighth grade students from Estell Manor School based on citizenship or something similar. Two fifty dollar gift cards were suggested with one to be awarded to a male and one female student.

Motions: Barbetto / Givens to approve a check in the amount of \$100.00 payable to the Estell Manor School for the purchase of two \$50.00 gift cards to be awarded to two eighth grade graduating students as specified.

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

BILL LIST

A bill list was submitted by the CFO for Councils consideration for the payment of bills.

Motions: Haeser / Barbetto to approve the bill list for the amount of \$42,463.25

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

PUBLIC COMMENT

Larry Hughes suggested some topics of discussion for the future senior socials could include senior safety.

Judy Cassagrande thanked Council for approving the Municipal Drug Alliance budget presented to them tonight. She stated a copy of the school's gymnasium request for use application was given to the Mayor. She also suggested that some of the senior citizens that have been attending the senior socials may be interested in serving on the senior citizen advisory committee.

Cassagrande expressed her satisfaction with Councils attempts to better serve the community.

Diane Pogue suggested the City consider providing transportation services to those residents that do not drive and want to attend the City's events.

This was also suggested by Mr. Hughes.

Teasenfitz stated he and Councilwoman Givens would be following up on the Senior Citizens Advisory Committee and those interested in serving in this capacity.

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

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RESOLUTIONS

**59-2014 A Resolution Authorizing Executive/Closed Session Meeting of the
City of Estell Manor, Pursuant to N.J.S.A. 10:4-12 to Discuss Matters
Relating to Personnel**

*Motions: Haeser / Givens to observe Resolution#59-2014, voice vote taken with all in favor.
Motions: Haeser / Givens to close executive/closed session, voice vote taken with all in favor.*

Mayor summarized discussion taken place during executive session included the salary resolution and three employees which may be affected by it and certain employees and their respective titles. No action was taken at this time, however it is anticipated that Council will make a determination and take action at the June 11, 2014 regarding these matters.

Motions: Haeser / Barbetto to adjourn meeting at approximately 10:00 pm.

Respectfully submitted,

Accepted:

Fern A. Brown, Acting Clerk

Mayor, Stephen Teasenfitz