

**CITY OF ESTELL MANOR ANNUAL REORGANIZATION
MEETING MINUTES
JANUARY 4, 2012**

Mayor Venezia called the meeting to order at approximately 7:30 PM and announced that the meeting was properly advertised and posted in accordance with Public Law 75, Chapter 231. A Flag salute was observed and Pastor Tom Novack was called on by the Mayor to offer the invocation.

OATH OF OFFICE TO NEWLY ELECTED OFFICIALS

Councilman-Elect John Cunningham was given the oath of office by Congressman LoBiondo. Mr. Cunningham took his oath of office while his granddaughter held the Bible.

ROLL CALL

Present: John Cunningham, Kristofer Haeser, Stephen Teasenfitz; Stephanie Wiker and Mayor Joe Venezia.

Solicitor Scerni was also present.

ELECTION OF COUNCIL PRESIDENT FOR 2012/ OATH OF OFFICE

Mayor Venezia nominated Councilman Teasenfitz for Council President, seconded by Councilman Haeser.

*Roll Call: Haeser-Yes; Wiker-Yes; Cunningham-Yes; Teasenfitz-Abstained; Venezia-Yes
Motion carried*

The floor was opened to Congressman LoBiondo for any comments he would like to address to Mayor and Council.

Congressman LoBiondo made some public comments including that Mayor Venezia is a strong advocate for the City of Estell Manor. He stated the Mayor and Council had a tough road ahead of them given the current challenging times at hand.

Mayor addressed Congressman LoBiondo with his concerns with public safety relating to the dire need of a new Fire Company building and other equipment for the public works department. Congressman LoBiondo stated there is assistance to firefighters available; however it does not include bricks and mortar for construction of new buildings. He stated this District has received a lot of funding for this area and he would continue to look for any help available to the City of Estell Manor.

MAYOR'S STATE OF THE CITY ADDRESS

The Mayor gave his annual report (copy attached hereto) on the state of the City and its finances. He stated City Hall would be closing one day a week to allow staff to work more efficiently. He also commented on the citation issued to the Historical Society in reference to the signage on the Risley School property. Other items addressed were a significant loss of state aid and interest on bank accounts which the City holds. He stated the DEP has approved a remedial action plan

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to close the city landfill site and has issued a check list of items to comply with prior to final authorization for closure.

MAYOR'S NOMINATIONS FOR PROFESSIONAL APPOINTMENTS:

Nomination of Solicitor/Conflicts Solicitor

Council Vote / Resolution 01-2012 Authorizing Award of 2012 Contract for City Solicitor

The Mayor made a nomination for Alfred Scerni as City Solicitor; motion made by Teasenfitz, seconded by Wiker to accept nomination.

Roll call: Haeser – yes, Wiker-yes, Cunningham-yes, Teasenfitz – yes, Venezia-yes

The Mayor made a nomination for Randy Lafferty as Conflicts Solicitor; motion made by Wiker, seconded by Haeser to accept nomination.

Roll call: Haeser-yes, Wiker-yes, Cunningham-yes, Teasenfitz-yes, Venezia-yes

Nomination of Labor Attorney

Council Vote / Resolution 02-2012 Authorizing Award of 2012 Contract for Labor Attorney

Council President Teasenfitz nominated Mr. Glickman for City Labor Attorney; motion made by Wiker, seconded by Haeser to accept nomination.

Roll call: Haeser-yes, Wiker-yes, Cunningham-yes, Teasenfitz-yes, Venezia-yes

Nomination of Auditor

Council Vote / Resolution 03-2012 Authorizing Award of 2012 Contract for City Auditor

The Mayor nominated the firm of Bowman & Co. for City Auditor; motion made by Haeser, seconded by Cunningham to accept nomination.

Roll call: Haeser-yes, Wiker-yes, Cunningham-yes, Teasenfitz-yes, Venezia-yes

Nomination of Risk Management Consultant

Council Vote / Resolution 04-2012 Authorizing Award of Contract for Risk Management Consultant / ACMJIF 2012

The Mayor nominated Hardenbergh Insurance as the City Risk Management Consultant; Motion made by Teasenfitz, seconded by Haeser to accept nomination.

Roll call: Haeser-yes, Wiker-yes, Cunningham-yes, Teasenfitz-yes, Venezia-yes

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Nomination of Engineer

Council Vote / Resolution 05-2012 Authorizing Award of 2012 Contract for City Engineer

The mayor nominated Fralinger Engineering to serve as City Engineer; motion made by Cunningham, seconded by Haeser to accept nomination.

Roll call: Haeser-yes, Wiker-yes, Cunningham-yes, Teasenfitz-yes, Venezia-yes

Nomination of Prosecutor and Public Defender

Council Vote / Resolution 06-2012 Authorizing Award of 2012 Contract for Professional Services / Municipal Prosecutor

The Mayor nominated James Schroeder as the Municipal Prosecutor; motion made by Wiker, seconded by Mayor to accept nomination

Roll call: Haeser-no, Wiker-yes, Cunningham-yes, Teasenfitz-yes, Venezia-yes

Council Vote/ Resolution 07-2012 Authorizing Award of 2012 Contract for Professional Services / Public Defender

The Mayor nominated Frank Lentz as Public Defender; motion made by Teasenfitz, seconded by Mayor to accept nomination.

Roll call: Haeser-no, Wiker-yes, Cunningham-yes, Teasenfitz-yes, Venezia-yes

RESOLUTIONS :

08-2012 Annual Schedule of Meetings

Discussion ensued regarding possible changes to schedule for the April and December meetings

Motions: Haeser / Wiker

Recorded vote: all in favor

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- 09-2012** Appointing a Registrar of Vital Statistics and Deputy
Motions: Venezia / Teasenfitz
Recorded vote: all in favor
- 10-2012** Designation of Official Newspaper(s)
Motions: Venezia / Wiker
Recorded vote: all in favor
- 11-2012** Adopting a Cash Management Plan
Motions: Venezia / Wiker
Recorded vote: all in favor
- 12-2012** Temporary Appropriations
Motions: Venezia / Haeser
Roll call: all in favor
- 13-2012** Designating Bank Signatories
Motions: Teasenfitz / Wiker
Recorded vote: all in favor
- 14-2012** To Establish the Rate of Interest for Nonpayment of taxes or Assessments for the Year 2012
Motions: Venezia / Haeser
Roll call: all in favor
- 15-2012** Authorizing the Tax Assessor to File a Petition(s) of Appeal and Roll Back Tax Appeals for the Tax Year 2011
Motions: Teasenfitz / Haeser
Recorded vote: all in favor
- 16-2012** Authorizing the Tax Collector to Cancel Overpayments or Delinquencies Under \$10.00
Motions: Venezia / Teasenfitz
Recorded vote: all in favor

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- 17-2012** To Appoint a Fund Commissioner and Alternate Fund Commissioner for the Atlantic county Joint Municipal Insurance Fund
- Motions: Venezia / Wiker*
Recorded vote: all in favor
- Discussion ensued as to who would be the designees. It was determined that Linda Kent would be the fund commissioner, John Cunningham is the alternate And Fern Brown is the substitute alternate*
- 18-2012** Safety & Health Committee Appointments
- Motions: Haeser / Teasenfitz*
Recorded vote: all in favor
- 19-2012** To Authorize the Contact Persons to Access the Employment Practices Liability Consultation Services (EPL Hotline / ACMJIF)
- Motions: Teasenfitz / Cunningham*
Recorded vote: all in favor
- 20-2012** Adopting Roberts Rules of Order
- Motions: Venezia / Haeser*
Recorded vote: all in favor
- 21-2012** Establishing Guidelines for Public Participation
- Motions: Venezia / Haeser*
- Discussion ensued to the time limit for public participation. Haeser and Teasenfitz stated they are in support of the time remaining five (5) minutes and not being reduced to three (3) minutes.*
- Motions: Haeser / Teasenfitz with amendment to keep the public participation at five (5) minutes*
Recorded vote: all in favor
- 22-2012** Annual Appointments / Municipal Employees / Court Administrator / Deputy Court Administrator, Housing Officer, Zoning Officer, PEOSHA Compliance Officer and ADA Compliance Officer

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*Proper Motions Made and Executed: Venezia / Wiker
Recorded vote: all in favor*

23-2012 Authorizing Professional Memberships for City Council / 2012

A brief discussion took place regarding the memberships and how many meetings a year each organization holds. Other discussion included the locations of meetings and which night they took place. Mayor and Council decided to approve two (2) memberships for each of the following; New Jersey League of Municipalities and Atlantic County Township Officials and one (1) membership for the Atlantic County Mayor's Association.

Haeser suggested members of Council be allowed to take turns attending the meetings with the exception of the Mayor's Association which would be attended exclusively by the Mayor.

*Motions: Teasenfitz / Wiker
Roll call: all in favor.*

24-2012 To Award Contract for 2012 Janitorial Services / Four Seasons Cleaning

*Motions: Venezia / Haeser
Roll call: Haeser-no, Wiker-yes, Cunningham-yes, Teasenfitz-yes, Venezia-yes*

25-2012 Designating the Public Agency Compliance Officer (P.A.C.O.) for the City of Estell Manor / 2012

*Motions: Venezia / Haeser
Recorded vote: all in favor*

26-2012 Schedule of 2012 Holidays/Municipal Closings

*Motions: Venezia / Teasenfitz
Recorded vote: all in favor*

27-2012 Award of Contract for 2012 for Animal Control Services

*Motions: Venezia / Haeser
Roll call: Haeser-no, Wiker-yes, Cunningham-yes, Teasenfitz-yes, Venezia-yes*

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28-2012 Resolution Amending the City of Estell Manor Personnel Policies and Procedures Manual
TABLED

Atlantic County Sheriff Frank Balles was in attendance and offered congratulatory words to the members of Council for a good year ahead. Supports Estell Manor in its regulatory efforts and reinforced the Sheriff’s Departments support and assistance to the residents of Estell Manor.

APPOINTMENTS TO BOARDS & COMMISSIONS

Mayor Venezia appointments to various Boards and Commissions are on file in the Clerk’s office and can be found posted at City Hall as the 2012 Directory of Appointed Officials and Professionals.

COUNCIL COMMITTEE ASSIGNMENTS

<u>COMMITTEE</u>	<u>CHAIR</u>	<u>CO-CHAIR</u>
Clean Communities	Teasenfitz	Cunningham
Environmental	Teasenfitz	Haeser
Finance	Venezia	Teasenfitz
Health & Human Svc.	Wiker	Haeser
Land Evaluation	Venezia	Haeser
Landfill	Venezia	Cunningham
League of Municipalities	Venezia	Cunningham
Personnel	Wiker	Venezia/ Alt. Teasenfitz
Pinelands Municipal Council	Teasenfitz	Haeser
Public Safety & Court/Fire Co. Liaison	Venezia	Teasenfitz
Public Works	Venezia	Cunningham
Quarterly Newsletter	Venezia	Cunningham/Alt. Wiker
Recreation / Block Party	Haeser	Wiker
Senior Citizens Advisory	Teasenfitz	Wiker
Technology	Teasenfitz	Haeser
Township Officials Assoc.	Venezia	Wiker
Veteran’s Advisory	Haeser	Wiker
School Liaison	Teasenfitz	Venezia

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NECESSARY BUSINESS:

Mayor stated he is in open dialog with two municipalities for a possible shared service agreement for the position of Tax Collector and he would be discussing this further at the next scheduled meeting.

Mayor stated that there may be other individuals interested in bidding on the City owned land previously offered for public sale.

Scerni stated the process would need to be started all over again from step one with advertisement of a public auction.

Teasenfitz asked if there was a prospective buyer at this time, if so he may need to recues himself due to a conflict of interest.

Scerni stated Council may want to wait until the next meeting to move forward with this issue to allow more information be presented to Council.

It was determined that the topic would be TABLED until next meeting.

Mayor stated he would contact Ms. Linda Kent, Planning Board Secretary to discuss training for the new planning board members.

OPEN TO THE PUBLIC

Motions: Wiker / Teasenfitz

Recorded vote: all in favor

Tom Pogue commented on the Mayor's state of the City address in reference to the newsletter and a court hearing regarding the sign at the Risley School.

Wiker made a request to comment on the newsletter. She stated there was editing done after the submission to the Historical Society.

Diane Pogue stated as the editor she omitted the item because it was negative and inconsistent with the past submissions. She asked if the City is willing to pay for the cost to produce the newsletter. She also commented on the past summons issued to the Historical Society by the City Zoning Officer for failure to comply with a certificate of appropriateness.

Donna Lea questioned the amended personnel policy regarding cell phone usage.

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Neils Clemenson commented on problems with emergency personnel locating his home. He and his wife have health issues and are very concerned that they cannot be located when calling 911. He suggests seventh avenue west be cleared and made passable. He also commented on the road signs missing identifying his road.

Teasenfitz stated the 911 dispatch service has been changed to Gloucester County and they have specific instructions as to the location of the Clemenson home.

Mayor state he and Councilman Teasenfitz would personally visit their location to inspect the situation regarding improving their road and sign issues.

Creed Pogue commented on the Mayor's state of the City address and requested the comments made regarding the Historical Society and the Risley School sign be published in full in the minutes.

Seeing no one else from the public wishing to speak, the public portion was closed.

Proper motions were made and executed to adjourn meeting at approximately 9:00 pm

Respectfully submitted,

Accepted:

Fern A. Brown, Acting Clerk

Mayor Joseph Venezia