

**CITY OF ESTELL MANOR
CITY COUNCIL WORKSHOP MEETING MINUTES
OCTOBER 20, 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 5:00 pm. The flag salute and a moment of silence were observed.

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

PRESENTATION

Bonnie Ridolfino of Hardenburgh Insurance reviewed updated information with Mayor and Council on ways the JIF has improved the availability of safety training to employees to allow them less time away from the job. She also stressed the importance of quick and thorough reporting of injuries to keep the claim costs down.

Ridolfino provided handouts and a power point presentation focusing on special events and the mishaps which may occur causing claims to be filed against a municipality. Procedures to follow and a safety related checklist are imperative to prevent possible injury or damage to property prior to and during the event.

Ridolfino and the City's Deputy Clerk will follow-up on a special events checklist and vendor forms to be made available for future special events hosted by the City.

BILL LIST

Motions: Haeser / Givens to approve the bill list in the amount of \$30,917.86.

A discussion ensued on some items listed on the bill list. These items included Caprioni's Portable Toilets and Tri-County Animal Control Services.

Barbetto stated he suggested Council deduct these two items totaling \$1,862.50 from the bill list.

Motions: Haeser / Givens to amend the motion on the floor and approve a new bill list in the amount of \$30,822.48.

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

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WORKSHOP TOPICS

Cargo Truck:

Teasenfitz explained to Council the quote regarding painting the new cargo truck and the availability of funds for this. He confirmed with the CFO that the funds would be available as of November when funds can be transferred.

Haeser stated he was in favor of painting the exterior of the truck but did not think painting the interior was necessary.

A discussion ensued regarding the painting quote and services to be provided.

Motions: Haeser / Barbetto to accept the painting quote from Eastern Surplus and Equipment for the exterior only at a cost of \$2,250.00

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

Teasenfitz suggested Council consider adding an emergency lighting package and identification decals on the truck in the future.

Holiday Event:

Haeser told Council the event committee last week to discuss the details for the upcoming holiday event. He stated it is turning into a craft bazaar with some additional activities taking place during the event. The Estell Manor Scholl will host the craft bazaar on November 22, 2014 from 2 to 5 pm. He also explained a separate tree lighting will take place at City Hall, tentatively set for December 6, 2014 from 4:30 to 5:00 pm. More details will become available as they finalized. Haeser stated Dolly Root was interested in providing some type of senior citizen service during the craft bazaar as well as collecting items for care packages to be sent to the military.

A discussion ensued regarding the details of the two events.

Barbetto stated the event committee is requesting more money to allow for the purchase of street banners, lights and other related holiday decorations for the City.

Motions: Barbetto / Givens to approve up to \$2,000.00 for the purchase of banners, hardware and other necessary decorations for the upcoming holiday events.

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

Senior Citizen Socials:

It was decided that City logo cards needed to be ordered to use as general thank you and all occasion cards.

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Givens stated she had purchased new table cloths for the senior social events and has baked goods ready for tomorrow's social.

It was suggested the Senior Citizens Advisory Ordinance be put on hold until next year due to the City's current recodification project underway. Any volunteers for the senior socials and any other City events could be included in a volunteer resolution which could be passed at the next regular meeting.

General Code Update:

An organizational analysis had been submitted to the City for review and reply. Copies of this and a memo have been distributed to Mayor and Council and certain employees for their review and consideration of suggestions for changes to the current City code.

The Mayor explained the steps which need to be taken in response to the organizational analysis prior to the November 14, 2014 deadline. He stated a committee had been established consisting of himself, the Zoning Officer, Councilman Barbetto, the Planning Board Secretary and the Deputy Clerk to review the code book and work on any recommended changes.

Best Practices Inventory Worksheet:

The Mayor explained to Council that the worksheet had been completed by the Finance Committee and the Deputy Clerk to comply with the filing deadline to the DLGS of October 17, 2014.

The Deputy Clerk stated the City was in compliance as long as Council meet to discuss the completed worksheet and include it in the minutes.

Councilman Barbetto distributed two handouts to Mayor and Council for their review. The information provided was for upcoming meetings for the Pinelands Municipal Council and the Atlantic County League of Municipalities.

Motions: Haeser / Givens to approve the purchase of 10 new chairs not to exceed \$2,000.

Contingent of certification of funds.

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

Barbetto addressed an outstanding invoice for the Municipal Alliance Program from Hamilton Township and a letter from Lincoln Financial regarding the Volunteer Fire Company's LOSAP list.

A discussion ensued.

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RESOLUTIONS

**85-2014 A Resolution Authorizing Executive/Closed Session Meeting of
City Council of the City of Estell Manor, Pursuant to N.J.S.A.
10:4-12 to Discuss Matters Relating to Real Estate**

Motions: Haeser / Givens to approve Resolution#85-2014 for executive session. A voice vote was taken, with all in favor.

Motions: Haeser / Givens to close executive session and return to open public meeting. A voice vote was taken, with all in favor.

In executive session the Mayor informed Council of some correspondence received regarding pending real estate matters. No action was taken at this time.

Due to a lack of public present no open comment portion was offered.

Motions: Givens / Haeser to adjourn meeting at approximately 7:00 pm. A voice vote taken, with all in favor.

Respectfully submitted,

Accepted:

Fern A. Brown, Deputy Clerk

Mayor, Stephen Teasenfitz