



**MANCHESTER TOWNSHIP
COUNCIL MEETING AGENDA**

October 9, 2012

6:00 P.M.

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1. **CALL TO ORDER**
2. **STATEMENT:** Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was advertised in the Asbury Park Press, Star Ledger and was posted in the lobby of the municipal building.
3. **FLAG SALUTE**
4. **ROLL CALL**
5. **APPROVAL OF MINUTES** – August 13, 2012 meeting
6. **SUBMISSION OF BILLS:**

#12-295	Current Fund
#12-296	Water & Sewer Fund
#12-297	Water & Sewer West Fund
7. **BEST PRACTICES CHECKLIST**
8. **ORDINANCES: First Reading and Introduction**

#12-021	Amending Lease Agreement for 108 Lacey Road – New Ownership
#12-022	Abandoning Easement/Creating New Easement
9. **ORDINANCES: Second Reading, Public Hearing & Final Action**

#12-020	Establishing Office of Emergency Management/Division of Emergency Services
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10. **RESOLUTIONS: CONSENT AGENDA**

The items listed below are considered to be routine by the Township of Manchester and will be enacted by one motion. There will be no formal discussion of these items. If discussion is desired, this item will be removed from the Consent Agenda and will be considered separately.

 - A. **FINANCE**

#12-298	Authorizing Extension of the Grace Period for Taxes
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 - B. **ESCROW/BONDS**

#12-299	Release Utility Performance Guarantee for Blk 86.01, Lots 13, 14, 15, 66 & 72
#12-300	Release Utility Maintenance Guarantee & Escrow for Ridgeway Acres, LLC
#12-301	Release Utility Maintenance Guarantee & Escrow for Clearstream Estates, LLC
#12-302	Release Utility Performance Guarantees for Blk 82.09, Lot 14.01, Presbyterian Homes
 - C. **LEGISLATIVE**

#12-303	Supporting A-640/S-180 to Amend Megan's Law
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 - D. **PURCHASING**

#12-304	Authorizing Disposition of Property on GovDeals.com
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 - E. **MISCELLANEOUS**

#12-305	Authorizing the expenditure of Affordable Housing Trust Funds on Emergent Affordable Housing Mechanisms.
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11. **REPORTS**
12. **PUBLIC COMMENT**
13. **ADJOURNMENT**

Dated October 9, 2012

DRAFT

**RESOLUTION AUTHORIZING PAYMENT OF BILLS
MANCHESTER TOWNSHIP, NEW JERSEY**

BE IT RESOLVED by the Township Council of the Township of Manchester that the following bills on the list hereto be paid; the Chief Financial Officer is hereby authorized and directed to draw checks for the payment of same as and when funds are available.

SUMMARY

Current Fund	\$	4,177,874.15
Capital Fund	\$	67,920.51
Escrows	\$	4,387.88
Animal Control Fund	\$	-
Drug Enforcement Fund	\$	-
N.J. Unemployment Trust	\$	-
Public Assistance Discretionary Trust	\$	-
Public Assistance Trust Fund I	\$	-
Municipal Alliance Discretionary Trust	\$	-
Manchester Day Trust Fund	\$	-
Public Defender Trust Fund	\$	-
Recreation Trust Fund	\$	3,851.00
Open Space Trust Fund	\$	-
Recreation Capital Trust Fund	\$	-
Sinking Fund	\$	-
	\$	<u><u>4,254,033.54</u></u>

CERTIFICATION:

Diane Lapp

Diane Lapp
Chief Financial Officer

Signed: _____

Craig Wallis
Council President

Sabina T. Skibo
Township Clerk

BILL LIST ADDENDUM

Dated October 9, 2012

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CAPITAL FUND

\$

CURRENT FUND

PAYROLL WEEK ENDING 10/12/2012

CEDE & Co; Depository Trust - GO 2001 Principal Payment (due 10/15)

wire

400,000.00

\$ 400,000.00

SPECIAL ESCROW TRUST FUND

PAYROLL WEEK ENDING 10/12/2012

Manchester Township Off-Duty 09/28/2012

Edward F. Liston Jr., LLC

Chk #1981

4,036.88

Chk #1982

351.00

\$ 4,387.88

ANIMAL CONTROL FUND

\$

DRUG ENFORCEMENT TRUST FUND

\$

N.J. UNEMPLOYMENT TRUST FUND

\$

PUBLIC ASSISTANCE TRUST FUND II

\$

PUBLIC ASSISTANCE DISCRETIONARY TRUST FUND

\$

PUBLIC ASSISTANCE TRUST FUND I

\$

MUNICIPAL ALLIANCE DISCRETIONARY TRUST FUND

\$

MANCHESTER DAY TRUST FUND

\$

OPEN SPACE TRUST FUND

\$

PUBLIC DEFENDER TRUST FUND

\$

SINKING FUND

\$

CURRENT FUND BILL LIST

October 9, 2012

DRAFT

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>DESCRIPTION</u>
TOWNSHIP OF MANCHESTER	460,478.92	26-Sep-12	45776	CYCLE 39	PAYROLL
MANCHESTER TWP BOARD OF ED	3,146,504.24	1-Oct-12	45777	OCTOBER 2012 CURRENT EXPENSES	SCHOOL EXPENSES
NJ MOTOR VEHICLE COMMISSION	60.00	1-Oct-12	45778	B95C BACKHOE ID# FN10B95CNCNH03295	DIVISION OF STREETS TAXES, LICENCES & FEES
ACCES NJ/CNA SERVICES	441.06	9-Oct-12	45779	70347	ADMINISTRATION OFFICE SUPPLIES
AFLAC	50.00	9-Oct-12	45780	497326ER	FINANCE-OE
ALL TIME TIRE	126.45	9-Oct-12	45781	27776.27713	DIV OF CENTRAL MAINT MAINT & REPAIR
ALTERNATIVE MICROGRAPHICS	353.45	9-Oct-12	45782	24844	DIV OF CODE ENFORCEMENT OTHER SERVICES
AMERICAN WEAR	759.22	9-Oct-12	45783	390439, 392594	DIV OF CENTRAL MAINT OTHER SERVICES
AMP-CO	158.95	9-Oct-12	45784	25509	DIV OF CENTRAL MAINT MAINT & REPAIR
AT&T	69.59	9-Oct-12	45785	ACCT#0207945954001	TELEPHONE-OE
ATLAS WELDING SUPPLY CO. INC.	36.02	9-Oct-12	45786	83112,908400	DIV OF CENTRAL MAINT MAINT & REPAIR
BARKER,SCOTT,GELFAND& JAMES	1,950.69	9-Oct-12	45787	23317 PROFESSIONAL SERVICES	TOWNSHIP ATTORNEY PROFESSIONAL SERVICES
BATTERY ZONE, INC.	121.45	9-Oct-12	45788	3653	POLICE OFFICE SUPPLIES
BRICK WALL CORP	1,389.17	9-Oct-12	45789	12934	DIVISION OF STREETS MAINT & REPAIR
BUILDER'S GENERAL SUPPLY CO.	115.68	9-Oct-12	45790	54036141	LAKES GENERAL SUPPLIES
CENTRAL JERSEY OFFICE EQUIPMEN	112.00	9-Oct-12	45791	74055	POLICE PROFESSIONAL SERVICES
CHERRY VALLEY TRACTOR SALES	265.86	9-Oct-12	45792	71195B,71279B,CR74245B	STREETS GENERAL SUPPLIES
CITTA, HOLZAPFEL & ZABARSKY	1,666.66	9-Oct-12	45793	18972	MUNICIPAL PROSECUTOR-OE OTHER EXPENSES
CLARKE CATON HINTZ, PC	216.00	9-Oct-12	45794	54946 MT LAUREL	DUE TO/FROM AFFORD HOUSING AFFORDABLE HOUSING
COMCAST	112.29	9-Oct-12	45795	ACCT#01620161607-01-3	TELEPHONE-OE
COMCAST	117.67	9-Oct-12	45796	ACCT#01620297190-01-5	TELEPHONE-OE
CONTRACTOR SERVICE	59.40	9-Oct-12	45797	B17766	DIVISION OF STREETS MAINT & REPAIR
CORELOGIC	19,182.51	9-Oct-12	45798	.REFUND OVERPAYMENT OF TAXES RES# 12-264	REFUNDS
CORPORATE LASER	120.00	9-Oct-12	45799	2298	DATA PROCESSING COMPUTER SOFT/HARDWARE
COTTRELL GRAPHICS, LLC	17.00	9-Oct-12	45800	812-45	OFFICE OF THE CLERK OFFICE SUPPLIES
CRAFTMASTER PRINTING	345.00	9-Oct-12	45801	130636	POLICE FORMS & STATIONARY
CUSTOM STEEL FABRICATION, INC.	6,084.00	9-Oct-12	45802	2152	DIV OF CENTRAL MAINT MAINT & REPAIR
DASTI, MURPHY AND MCGUCKIN, PC	1,458.34	9-Oct-12	45803	PUBLIC DEFENDER FOR MONTH OF AUGUST 2012	PUBLIC DEF-OE
DELL COMPUTER CORP.	840.42	9-Oct-12	45804	XFWCF34J6	DATA PROCESSING COMPUTER SOFT/HARDWARE
DOWNNS FORD, INC.	320.15	9-Oct-12	45805	232742,230715	DIV OF CENTRAL MAINT MAINT & REPAIR
EDWARD F. LISTON, JR., LLC	945.00	9-Oct-12	45806	7/27/12-8/23/12 GENERAL MATTERS	ZONING & PLAN-OE
ELENA ZSOLDOS	62.94	9-Oct-12	45807	REIMBURSEMENT- SUPPLIES FOR OTT DEDICATION	ADMINISTRATION
FEDERAL EXPRESS	9.46	9-Oct-12	45808	2-011-72968	ADMINISTRATION POSTAGE
FIELDTEX PRODUCTS, INC.	350.50	9-Oct-12	45809	365631	STREETS GENERAL SUPPLIES
FT. DEARBORN LIFE INSURANCE	605.55	9-Oct-12	45810	10/01/12-10/31/12 GROUP#F005063	INSURANCE-GROUP-OE INSURANCE
GAGLIANO APPRAISAL, LLC	3,125.00	9-Oct-12	45811	2012-047-05	REASSESSMENT SERVICES
GLUCK WALRATH, LLP	1,813.77	9-Oct-12	45812	28106	TOWNSHIP ATTORNEY PROFESSIONAL SERVICES
HORIZON BLUE CROSS & BLUE SHLD	15,697.02	9-Oct-12	45813	041740472 OCT.2012 ACCT 845854423	INSURANCE-GROUP-OE INSURANCE
JOHNNY ON THE SPOT, INC.	455.00	9-Oct-12	45814	V-11532378,1148592,1152768,1152767	DIVISION OF STREETS OTHER SERVICES
LAKEHURST DINER	8.50	9-Oct-12	45815	PRISONERS MEAL	POLICE-OE
LAKEHURST HARDWARE	126.00	9-Oct-12	45816	35952	DIV OF CENTRAL MAINT MAINT & REPAIR
LAWSON PRODUCTS	661.01	9-Oct-12	45817	9301021626	DIV OF CENTRAL MAINT MAINT & REPAIR
LERETA LLC	1,586.59	9-Oct-12	45818	TAX OVERPAYMENT REFUND RES#12-240	REFUNDS
LOWES	1,593.41	9-Oct-12	45819	02840,RET15228,02975,02874,15227,02869	DIVISION OF STREETS MAINT & REPAIR
MAB PAINTS	540.71	9-Oct-12	45820	6791-1	DIV OF BUILDINGS & GROUNDS MAINT & REPAIR
MERIDIAN OCCUPATIONAL HEALTH	65.00	9-Oct-12	45821	269670	POLICE PROFESSIONAL SERVICES

CURRENT FUND BILL LIST

October 9, 2012

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>DESCRIPTION</u>
NARDINI BROS. SOUTH, INC.	14,527.53	9-Oct-12	45822	16404	DIV OF BUILDINGS & GROUNDS MAINT & REPAIR
OCEAN COMPUTER GROUP, INC.	1,859.00	9-Oct-12	45823	261620M	POLICE OFFICE SUPPLIES
OFFICE SOLUTIONS, INC	3,519.63	9-Oct-12	45824	27364	DATA PROCESSING COMPUTER SOFT/HARDWARE
PACIFIC TELEMANAGEMENT SERVICE	91.28	9-Oct-12	45825	440243 PAYPHONES	TELEPHONE-OE
PAPERMART	1,066.39	9-Oct-12	45826	2080085.2079993	ADMINISTRATION OFFICE SUPPLIES
PEDRONI FUEL CO.	30,789.79	9-Oct-12	45827	446308	GASOLINE-OE
POST MASTER - TOMS RIVER	7,000.00	9-Oct-12	45828		ADMINISTRATION
PRINCIPAL FINANCIAL GROUP	391.92	9-Oct-12	45829	101/112-10/31/12	INSURANCE-GROUP-OE INSURANCE
RED THE UNIFORM TAILOR INC.	615.98	9-Oct-12	45830	A226074A	POLICE UNIFORMS
RICOH BUSINESS SYSTEMS	283.88	9-Oct-12	45831	15378541	ADMINISTRATION RENTS
ROBERT O'BRIEN	79.00	9-Oct-12	45832	EYEGASS EXAM REIMBURSEMENT	INSURANCE-GROUP EYEGASS REIMBURSEMENT
ROTHSTEIN, MANDELL, STROHM &	1,666.67	9-Oct-12	45833	PROSECUTOR 8/1/12-8/31/12	MUNICIPAL PROSECUTOR-OE OTHER EXPENSES
SHORE SETTLEMENT SERVICES	1,262.79	9-Oct-12	45834	TAX OVERPAYMENT REFUND RES#12-264	REFUNDS
STAPLES, INC.	1,519.68	9-Oct-12	45835	3182154332	OFFICE OF THE TAX ASSESSOR COMPUTER
T & M ASSOCIATES	229.50	9-Oct-12	45836	JU215792	DIV OF ZONING & PLANNING OTHER SERVICES
THE COOPER INSTITUTE	2,780.00	9-Oct-12	45837	44396	POLICE EDUCATION & SEMINARS
THE RODGERS GROUP, LLC	3,083.33	9-Oct-12	45838	1184 LAST INSTALLMENT	POLICE PROFESSIONAL SERVICES
THOMAS PLANNING ASSOC. LLC	4,246.25	9-Oct-12	45839	2405	DIV OF ZONING & PLANNING OTHER SERVICES
TINA MCNULTY	299.70	9-Oct-12	45840		INSURANCE-GROUP MEDICARE
TITAN, LLC	34.50	9-Oct-12	45841	513080.532512.532643	STREETS GENERAL SUPPLIES
TOM DAVIS AUTO PARTS, INC.	1,596.58	9-Oct-12	45842	969187.988928.989224.989189	DIV OF CENTRAL MAINT MAINT & REPAIR
TRANSPORT TRUCK & EQUIPMENT	2,862.29	9-Oct-12	45843	33145.23776T.23910T POW#46593	DIV OF CENTRAL MAINT MAINT & REPAIR
TREASURER STATE OF NEW JERSEY	6,639.00	9-Oct-12	45844	STATE TRAINING FEES JULY 1-SEPT 30, 2012	DUE TO/FROM ST OF NJ UCC FEES
TRICO EQUIPMENT	980.19	9-Oct-12	45845	PF39866	DIV OF CENTRAL MAINT MAINT & REPAIR
VAN SANT EQUIP. CORPORATION	1,168.50	9-Oct-12	45846	682069-IN	DIVISION OF STREETS UNIFORMS & PERSONAL EQUIP
VERIZON ONLINE	99.87	9-Oct-12	45847	ACCT#8987008883	TELEPHONE-OE
VERIZON WIRELESS	4,515.70	9-Oct-12	45848	6782941444 ACCT 202847392-0001	TELEPHONE-OE
VITAL COMMUNICATIONS, INC.	1,925.00	9-Oct-12	45849	V51052	REVENUE COLLECTION COMPUTER SOFT/HARDWARE
WB MASON	4,371.43	9-Oct-12	45850	107132327	POLICE OTHER SERVICES
WEBCO GRAPHICS	1,175.00	9-Oct-12	45851	12-569	RECREATION-OE OTHER SERVICES
WELLS FARGO HOME MORTGAGE	3,793.31	9-Oct-12	45852	TAX OVERPAYMENT REFUND RES#12-254	REFUNDS
WEST GROUP	392.50	9-Oct-12	45853	6079370594	MUNICIPAL COURT FORMS & STATIONARY
WIRELESS COMMUNICATIONS	465.00	9-Oct-12	45854	C15494	POLICE PROFESSIONAL SERVICES
WOODROW JANITORIAL	200.00	9-Oct-12	45855	BIOHAZARD CLEANING CASE 2012-1999	POLICE OTHER SERVICES
XEROX	961.19	9-Oct-12	45856	062298850	DIVISION OF STREETS RENTS
TODD MALLAND	174.12	9-Oct-12	45857	ACCREDITATION SUPPLIES	POLICE GENERAL SUPPLIES

\$ 3,777,874.15

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GENERAL CAPITAL FUND BILL LIST

October 9, 2012

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE #</u>
GAITHERSBURG EQUIPMENT CO.	52,995.00	10/09/12	2282	WS55070
OCEAN COMPUTER GROUP, INC.	13,124.51	10/09/12	2283	259831M,260063G
OCEAN COUNTY RECYCLING CENTER,	1,801.00	10/09/12	2284	383925,388759,400013,400214,406898

TOTAL \$ 67,920.51

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RECREATION TRUST FUND BILL LIST

October 9, 2012

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE#</u>
SURFLIGHT THEATER	3,001.00	9-Oct-12	536	AS PER CONTRACT
TROLLEY TOURS, INC.	850.00	9-Oct-12	537	AS PER CONFIRMATION
TOTAL	<u>\$ 3,851.00</u>			

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#12 - 296

Dated October 9, 2012

RESOLUTION AUTHORIZING PAYMENT OF BILLS

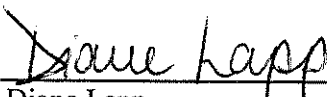
MANCHESTER TOWNSHIP, NEW JERSEY

BE IT RESOLVED by the Township Council of the Township of Manchester that the following bills on the list hereto be paid; the Chief Financial Officer is hereby authorized and directed to draw checks for the payment of same as and when funds are available.

SUMMARY

Water Utility	\$	497,091.95
Sewer Utility	\$	539,054.45
Utility Escrow - Water	\$	1,834.81
Utility Escrow - Sewer	\$	3,633.40
Sewer Utility Capital Fund	\$	-
Water Utility Capital Fund	\$	-
	\$	<u>1,041,614.61</u>

CERTIFICATION:



Diane Lapp

Chief Financial Officer

Signed: _____

Craig Wallis
Council President

Sabina T. Skibo
Township Clerk

DRAFT

UTILITY BILL LIST ADDENDUM

October 9, 2012

WATER OPERATING

PAYROLL WEEK ENDING 10/12/2012

CEDE & Co - Refunding 2003 Series Bond Interest Payment	wire	45,595.51
CEDE & Co - Refunding 2003 Series Bond Principal Payment	wire	420,000.00
		<u>\$ 465,595.51</u>

SEWER OPERATING

PAYROLL WEEK ENDING 10/12/2012

CEDE & Co - Refunding 2003 Series Bond Interest Payment	wire	49,395.12
CEDE & Co - Refunding 2003 Series Bond Principal Payment	wire	465,000.00
		<u>\$ 514,395.12</u>

WATER UTILITY ESCROW

Township of Manchester Water Escrow Billing Aug '12	Chk #1294	1,834.81
		<u>\$ 1,834.81</u>

SEWER UTILITY ESCROW

Township of Manchester Sewer Escrow Billing Aug '12	Chk #1295	3,633.40
		<u>\$ 3,633.40</u>

WATER UTILITY CAPITAL FUND

\$ -

SEWER UTILITY CAPITAL FUND

\$ -

DRAFT

WATER OPERATING FUND BILL LIST
October 9, 2012

<u>VENDOR</u>	<u>Amount paid</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>Description</u>
TOWNSHIP OF MANCHESTER	24,688.81	26-Sep-12	3430	CYCLE 39	PAYROLL
COMCAST	107.66	9-Oct-12	3431	ACCT#016202599308-01-2	OTHER EXPENSES TELEPHONE
CONTRACTOR SERVICE	110.54	9-Oct-12	3432	B18750	OTHER EXPENSES GENERAL SUPPLIES
GOOD FRIEND ELECTRICAL SUPPLIE	54.40	9-Oct-12	3433	1249003	OTHER EXPENSES GENERAL SUPPLIES
LAKEHURST HARDWARE	59.99	9-Oct-12	3434	34033	OTHER EXPENSES GENERAL SUPPLIES
MAB PAINTS	199.04	9-Oct-12	3435	6882-8	OTHER EXPENSES GENERAL SUPPLIES
MAIN POOL & CHEMICAL CO., INC	1,529.00	9-Oct-12	3436	1233029	OTHER EXPENSES GENERAL SUPPLIES
MWH LABORATORIES	1,322.00	9-Oct-12	3437	L0098151	OTHER EXPENSES GENERAL SUPPLIES
POST MASTER - TOMS RIVER	2,000.00	9-Oct-12	3438	TO REPLENISH METER#300 FOR BULK MAILINGS	OTHER EXPENSES POSTAGE
SWIFT PAVING	1,100.00	9-Oct-12	3439	9729991	OTHER EXPENSES GENERAL SUPPLIES
VITAL COMMUNICATIONS, INC.	325.00	9-Oct-12	3440	V51053	OTHER EXPENSES OTHER SERVICES

TOTAL \$ 31,496.44

SEWER OPERATING FUND BILL LIST

October 9, 2012

<u>VENDOR</u>	<u>Amount paid</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>Description</u>
TOWNSHIP OF MANCHESTER	22,334.33	26-Sep-12	2137	CYCLE 39	PAYROLL
POST MASTER - TOMS RIVER	2,000.00	9-Oct-12	2138		TO REPLENISH METER#300 FOR BULK MAILINGS OTHER EXPENSES POSTAGE
VITAL COMMUNICATIONS, INC.	325.00	9-Oct-12	2139	V51053	OTHER EXPENSES PROFESSIONAL SERVICES

TOTAL 24,659.33

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#12 - 297

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Dated October 9, 2012

RESOLUTION AUTHORIZING PAYMENT OF BILLS

MANCHESTER TOWNSHIP, NEW JERSEY

BE IT RESOLVED by the Township Council of the Township of Manchester that the following bills on the list hereto be paid; the Chief Financial Officer is hereby authorized and directed to draw checks for the payment of same as and when funds are available.

SUMMARY

Water Utility West	\$	22,639.81
Sewer Utility West	\$	15,744.78
Water Utility West Capital Fund	\$	-
Sewer Utility West Capital Fund	\$	<u>30,685.00</u>
	\$	<u>69,069.59</u>

CERTIFICATION:



Diane Lapp
Chief Financial Officer

Signed: _____

Craig Wallis
Council President

Sabina T. Skibo
Township Clerk

UTILITY BILL LIST WEST ADDENDUM

DRAFT

Dated October 9, 2012

WATER WEST OPERATING

PAYROLL WEEK ENDING 10/12/2012

0.00

SEWER WEST OPERATING

PAYROLL WEEK ENDING 10/12/2012

0.00

WATER WEST CAPITAL

0.00

SEWER WEST CAPITAL

0.00

Dated October 9, 2012

WATER WEST OPERATING FUND BILL LIST

<u>VENDOR</u>	<u>Amount paid</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>Description</u>
TOWNSHIP OF MANCHESTER	21,067.02	26-Sep-12	20689	CYCLE 39	PAYROLL
CWR SECURITY	118.00	9-Oct-12	20690	P7097	OPERATIONS GENERAL SUPPLIES
HENDERSON LABS	860.00	9-Oct-12	20691	44343	OPERATIONS GENERAL SUPPLIES
MODERN GAS	248.18	9-Oct-12	20692	14842	OPERATIONS GENERAL SUPPLIES
ONE CALL CONCEPTS, INC	137.16	9-Oct-12	20693	2085382	OTHER EXPENSES PROFESSIONAL SERVICES
WB MASON	209.45	9-Oct-12	20694	I06775386,CR0587504,I07135945	OPERATIONS GENERAL SUPPLIES

\$ 22,639.81

DRAFT

Dated October 9, 2012

SEWER WEST OPERATING FUND BILL LIST

<u>VENDOR</u>	<u>Amount paid</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>Description</u>
TOWNSHIP OF MANCHESTER	14,252.55	26-Sep-12	10245	CYCLE 39	PAYROLL
VERIZON	1,492.23	9-Oct-12	10246	201-Z01-0931, 201-Z01-1081, 201-Z01-1634	TELEPHONE
TOTAL	<u>\$ 15,744.78</u>				

DRAFT

Dated October 9, 2012

SEWER WEST CAPITAL FUND BILL LIST

<u>VENDOR</u>	<u>Amount paid</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>
GAITHERSBURG EQUIPMENT CO.	30,685.00	9-Oct-12	76000	WS55070
TOTAL:	\$ 30,685.00			

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Manchester Township (Ocean)

Please see Color Key at bottom of sheet for limits on answers

1518	Answer	Question	Comments
	Yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement in 2012?	
2	Prospective	N.J.S.A. 40A:65-4b requires municipalities to file a copy of their shared service agreements, including amendments and renewals thereof, with the Division of Local Government Services. Has your municipality filed a copy of all shared service agreements presently in effect, along with any amendments thereto, with the Division? This response shall not include cooperative purchasing, cooperative pricing or commodity resale agreements.	
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)?	
4	Yes	Does your municipality's legal counsel and/or qualified purchasing agent review and approve procurement specifications and professional service contracts before contracts are executed?	
5	Yes	Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at www.nj.gov/dca/lgs/muniaid/pay_to_play_ordinance-contractor.doc . Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?	

DRAFT

Manchester Township (Ocean)

Please see Color Key at bottom of sheet for limits on answers

Comments

Question

Answer

1518

Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?

Yes

6

Does your municipality require its elected officials to attend on an annual basis at least one course offered by the Rutgers University Center for Government Services (or a similar education provider such as the NJ League of Municipalities) covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, capital planning, shared services)?

Yes

7

Are ordinances codified on an annual basis, with both the code and any uncodified ordinances made available online?

Yes

8

Financial Standards - FS

DRAFT

Manchester Township (Ocean)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
1518	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the " <u>PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement</u> " and " <u>PERC Summary Form; Police and Fire; Section VII Impact of Settlement</u> "	Currently in negotiations with OPEUI PBA contract expires 12/2014
9	N/A	
10	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. Does your CFO evaluate and discuss this risk assessment annually with your governing body or an appropriate subcommittee of the governing body (Audit or Finance Committee) with a focus on developing accounting control processes, procedures and authorizations designed to limit the risk of loss or misstatement?	
11	An accounting policy manual documenting all internal accounting control processes, procedures and authorizations is of great value for staff to understand these safeguards. Are internal accounting control processes, procedures and authorizations documented and communicated to staff?	
12	Are all General Ledger cash balances reconciled to bank statements (e.g. receipts postings to bank deposits; disbursement postings to cleared checks and wire transfers) with all reconciling differences verified (e.g. deposits in transit, outstanding checks and posting differences)?	
13	Municipalities have the potential to save significant money by auditing their telephone lines annually, and other utilities on a less frequent but nonetheless regular basis. Does your municipality perform an audit of its utility accounts (e.g. telephone, electric meters, streetlighting) at least once every three years to ensure that inactive accounts are cancelled?	
14	In submitting your corrective action plan for findings cited in your annual audit, are these items reviewed by the CFO with the governing body or an appropriate subcommittee of the governing body (e.g. finance or audit committee)?	
15	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2010 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2011 audit? If the answer is no, please list the repeat findings in the comments section.	

DRAFT

Manchester Township (Ocean)

Please see Color Key at bottom of sheet for limits on answers

1518	Answer	Question	Comments
16	N/A	<p>The CFO should prepare both the annual financial statement and annual debt statement. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At an absolute minimum, each CFO should prepare audit-ready financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract the information necessary in preparing the annual financial and debt statements. This requires that all financial transactions (both cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. If your CFO does not prepare the annual financial statement or annual debt statement, and does not present the financial records in a complete and audit-ready condition, are you</p>	CFO prepares AFS/ADS
17	N/A	<p>The CFO should prepare a municipality's annual budget. If your CFO does not prepare the municipality's annual budget, are you retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm?</p>	CFO prepares budget
18	Yes	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	
19	Yes	<p>Budget Preparation and Presentation --BP Has your municipality fully and accurately disclosed in the "Budget Message" section of your CY2012/SFY 2013 budget the following: Revenues at Risk; Non-Recurring Cost Reductions; Anticipated CY2013/SFY 2014 Appropriation Increases; and Structural Balance Offsets as detailed in Local Finance Notice 2011-372</p>	

DRAFT

Manchester Township (Ocean)

Please see Color Key at bottom of sheet for limits on answers

	Answer	Question	Comments
1518			
20	Yes	<p>In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</p>	
21	Yes	<p>In preparing your annual budget for the current year it is important that the impact that these decisions may have on future years' budgets be presented, evaluated and considered before final action is taken. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical toward sustaining (or achieving) a solid fiscal condition. Are projections calculated and discussed in sufficient detail so that the governing body understands the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two (2) future year's budgets?</p>	
22	N/A	<p>Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond</p>	
23	Yes	<p>Do elected officials receive status reports at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?</p>	

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Manchester Township (Ocean)

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

Answer

Given the potential fiscal impact of property tax appeals on municipalities, the Tax Assessor and CFO should review the status of filed appeals on a regular basis to determine their effect on future budgets and plan accordingly. With input and approval from the governing body, this plan should include an evaluation of current assessment values and should consider setting aside an adequate estimated reserve to fund potentially successful state tax court appeals. Has your municipality considered a property reassessment/reevaluation to counter the effect of successful residential tax appeals? In answering this question, a yes answer indicates that the municipality either 1) determined after reviewing assessed values that a reassessment/reevaluation is unnecessary due to assessed values accurately reflecting market values (resulting in a small number of successful appeals); or 2) if the impact of appeals is significant, a revaluation plan has been filed with your County Board of Taxation.

Yes

In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?
N.J.S.A. 40A:4-62.1 allows for the creation of a dedicated trust fund to reserve funds budgeted during years with relatively little snowfall for use in future years when excessive snowfalls may exceed budgeted funds. Although this past winter may have been mild, a responsible budget will take into consideration its impact on future years. In your 2012 budget, has your municipality reserved at least the average of snow removal advances incurred over a minimum of 3 years?

Yes

Prospective

We are in a transition year budget but plan to address in CY13

Health Insurance - HI

Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)?

No

Does your municipality limit health benefits to full-time (35 or more hours weekly) employees (excluding elected and appointed officials)?

Yes

Does your municipality conduct a monthly review of health benefit covered lives in an effort to delete employees, spouses or dependents who should no longer be receiving coverage?

Yes

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Best Practices Worksheet CY 2012/SFY2013

Manchester Township (Ocean)		Comments
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	
1518		
30	<p>As explained in Local Finance Notices <u>2011-20R</u> and <u>2011-34</u>, P.L. 2011 c. 78 requires employees to contribute toward healthcare based on a percentage of total premium cost, subject to a four-year phase-in. Has your municipality implemented the employee healthcare contribution provisions contained in P.L.2011 c. 78?</p>	
31	<p>Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments pre-set (i.e. plainly disclosed in the resolution and/or contract designating the broker of record) so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees?</p>	
32	<p>The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. As your municipality's collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP?</p>	<p>The Township PBA contract is up for negotiation in Dec 2014. At that time, SHBP will be discussed</p>
33	<p>If your municipality does not participate in the State Health Benefits Program (SHBP), have competitive proposals for health insurance been solicited in the last three years; including from the Division of Pensions and Benefits for SHBP health insurance coverage?</p>	<p>We are in the CJHIF and contracts state the CJHIF and its plans as plans of contract</p>

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Personnel - PE

Manchester Township (Ocean)		Comments
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	
1518		
34	<p>N.J.S.A. 43:15A-7.2 and 43:15C-2(b)(4) preclude independent contractors and individuals performing professional services for any municipality or agency (e.g. municipal attorney, auditor, planner) under a professional services contract awarded pursuant to the Local Public Contracts Law from membership in the Public Employees' Retirement System (PERS) and Defined Contribution Retirement Program (DCRP) . Has your municipality reviewed the status of your independent contractors and professional services providers to ensure they are not deemed eligible for PERS and/or DCRP?</p>	
35	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u> In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a</p>	
36	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?</p>	
37	<p>Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel and additional documents that would allow the public to view how your municipality's salaries have changed over a three year period?</p>	
38	<p>Are standardized forms completed and filed, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping)?</p>	

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Manchester Township (Ocean)		Comments
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	
1518	Does your personnel/human resources office maintain records that account for all leave time earned and used by employees?	
39	Yes	
40	Do supervisors review and approve/deny employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
41	Yes	carryover is limited to 5 days
	Does your municipality limit the carry forward of accrued vacation time to no more than the amount earned in the previous year (meaning no employee hired after the effective date of the limitation policy can keep in any given year more vacation time that they earned in the prior year)?	

Manchester Township (Ocean)

Please see Color Key at bottom of sheet for limits on answers

1518	Answer	Question	Comments
	Yes	Does the municipal governing body approve all payments for accumulated absences pursuant to the requirements of N.J.A.C. 5:30-15.4?	
	Yes	Does your municipality provide annual employment practice liability training for elected officials, managers, administrators, department heads and supervisors?	
44	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
45	No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit?	
46	Yes	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$572 for disabilities beginning on or after 1/1/12. Does your municipality refrain from supplementing the Temporary Disability benefit?	Our disability plan is an allotment of sick time to be carried over each year to be used in the event of disability. It is approved by the State of NJ
47	No	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
48	N/A	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? Public Safety - PS	We are still in negotiations with OPEIU
49	Yes	Does your municipality schedule and undertake periodic inspections/assessments of all municipal facilities to ensure they are in good repair and proper maintenance is being performed?	

DRAFT

Manchester Township (Ocean)

Please see Color Key at bottom of sheet for limits on answers

Comments

Answer

Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken? Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances.

50 Yes

0 Select
 37 Yes
 3 No
 8 N/A
 2 Prospective
 50 Total Answered:

47 Score (Yes + N/A + Prospective)
 94% Score %
 0% Percent Withheld

Chief Financial Officer Completion Certification:
 Type Name of CFO and Certification # in cells below:

Diane Lapp Name
 N-0488 Cert #

Date Prepared: 9/28/2012

Color Key

Red = Repeat Question; Prospective answers not permitted
 Blue = Questions where neither "not applicable" nor "N/A" answers are permitted
 Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted
 No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers

of Questions scored

Manchester Township (Ocean)

Please see Color Key at bottom of sheet for limits on answers

1518	Answer	Question	Comments
		Impact on final 5% aid payment/impact on total aid	
	Amount of Aid Disbursed		
	41-50	No penalty	
	33-40	Lose 20% which equals 1% of total aid	
	25-32	Lose 40% which equals 2% of total aid	
	17-24	Lose 60% which equals 3% of total aid	
	9-16	Lose 80% which equals 4% of total aid	
	0-8	Lose 100% which equals 5% of total aid	
		Table of Weblinks (Cut and paste into browser)	
	5	www.nj.gov/dca/lgs/muniald/pay_to_play_ordinance-contractor.doc	
	9	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example_.pdf	
	9	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example_.pdf	
	19	http://nj.gov/dca/divisions/dlgs/lfns/11/2011-37.doc	
	30	http://nj.gov/dca/divisions/dlgs/lfns/11/2011-20R.doc	
	30	http://nj.gov/dca/divisions/dlgs/lfns/11/2011-34.doc	
	34	http://nj.gov/dca/divisions/dlgs/lfns/07/2007-28.doc	
	42	http://www.nj.gov/dca/lgs/lfns/02/lfns/cfo-2002-1.pdf	

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#12-020

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER,
COUNTY OF OCEAN, STATE OF NEW JERSEY, ESTABLISHING THE OFFICE OF
EMERGENCY MANAGEMENT WITHIN THE DEPARTMENT OF PUBLIC SAFETY AND
MORE SPECIFICALLY, THE DIVISION OF EMERGENCY SERVICES**

BE IT ORDERED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, as follows:

SECTION 1. There is hereby created the Office of Emergency Management within the Department of Public Safety, Division of Emergency Services.

SECTION 2. The Office of Emergency Management shall be staffed by an Emergency Management Coordinator and a Deputy Emergency Management Coordinator who shall be appointed by the Mayor with the advice and consent of the Township Council for a term of three (3) years for the Coordinator and one (1) year for the Deputy Coordinator.

SECTION 3. Qualifications as provided by a job description for the Coordinator and Deputy Coordinator as established by the Department of Administration, Division of Personnel and such further qualifications as required by any applicable federal or state law.

SECTION 4. The Emergency Management Coordinator shall be responsible for all the duties outlined in N.J.S.A. App.A:9-40.4. and shall carry out all Emergency Management operations consistent with N.J.S.A. App.A.9-40.5

SECTION 5. In addition to the duties conferred by law, the Emergency Management Coordinator, under the direction and supervision of the Director of Public Safety, shall exercise the following duties and responsibilities;

- A. Be responsible for the planning, organization and direction of specific emergency management operations within the Township, coordinating the activities of local municipal departments within the Township and providing them with the necessary guidance and advice for the development of emergency management programs.
- B. The coordination of activities of the Emergency Management staff and to provide definitive information concerning emergency management programs and policies.
- C. The preparation of budgets, statistical reports, evaluations and other reports as required by the Director of Public Safety.
- D. Conduct studies and make recommended changes to the existing organization and operation to assure continuity between all organizations within the Office of Emergency Management and the Division of Emergency Services. The Division of Emergency Services will consist of:
 - a. Emergency Services organizations (Fire & EMS)
 - i. Manchester Township Volunteer Fire Company # 1
 - ii. Ridgeway Volunteer Fire Company # 1
 - iii. Whiting Volunteer Fire Company # 1
 - iv. Manchester Township Volunteer First Aid and Rescue Squad
 - v. Whiting Volunteer First Aid Squad
 - b. Manchester Township Community Emergency Response Team (C.E.R.T.)
- E. Coordinate with the Chief of Police for the overall management and deployment of the Auxiliary Police, during properly declared state or local emergencies or disaster, and during periods of bona fide training in preparation for such occurrences.

- F. Establish and maintain the Township Emergency Operating Center.
- G. Develop and conduct drills and exercises for the Township Emergency Services organizations and practice operations for the municipality in cooperation with the County and State emergency management organizations.
- H. Confer with municipal officials for the development of mutual aid programs, for the planning and organization of emergency management programs and the establishment of a municipal Emergency Services Committee.
- I. Provide advice and guidance on emergency management programs and policies, and review plans for conformity with State and County programs.
- J. Coordinate and organize municipal emergency management plans for the Township as well as the utilization of municipal resources to assure their most effective use.
- K. Plan and develop training programs for the Township staff and assist in the planning and review of the municipal training program for conformity with County and State criteria.
- L. In emergency situations, coordinate the shifting and mobilization of the municipal emergency services organizations and assist in the processing of requests or emergency aid and the deployment of aid to the points of greatest need.
- M. Attend schools, seminars meetings, which enhance the overall emergency management structure of the Township.
- N. Report to the Director of Public Safety on all issues concerning the Office of Emergency Management and the Division of Emergency Services.
- O. Perform such other duties as may be assigned by the Director of Public Safety or as may be imposed by general law.

SECTION 6. The Deputy Coordinator of Emergency Management will act as the Coordinator in the absence or disability of the Coordinator.

SECTION 7. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 8. Pursuant to the provisions of N.J.S.A. 40:69A-181(b), this ordinance shall take effect twenty (20) days after its final passage by the Township Council and approval by the Mayor where such approval is required by law.

NOTICE

PUBLIC NOTICE is hereby given that the foregoing ordinance was introduced at a meeting of the Township Council of the Township of Manchester, in the County of Ocean and State of New Jersey on the **24th day of September, 2012**, and was then read for the first time. The said ordinance will be further considered for final passage by the Township Council in the Town Hall at 6:00 p.m. on **October 9, 2012**. At such time and place or any time or place to which said meeting may be adjourned; all persons interested will be given an opportunity to be heard concerning said ordinance.

Sabina T. Skibo, RMC
Township Clerk

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R E S O L U T I O N

RESOLUTION OF THE TOWNSHIP OF MANCHESTER
COUNTY OF OCEAN, STATE OF NEW JERSEY
AUTHORIZING THE TAX COLLECTOR TO EXTEND THE GRACE PERIOD FOR THE
NOVEMBER 2012 TAX BILLS

WHEREAS, the Township of Manchester, County of Ocean, State of New Jersey Tax Collector has requested authorization from the Council of Manchester Township to extend the grace period on the 4th quarter taxes due November 1st; and

WHEREAS, due to the township transferring from a fiscal year town to a calendar year town; rate certification approval could not have been completed in order to have the bills mailed twenty-five days prior to the original grace period of August 10th, 2012; and

WHEREAS, the tax collector is requesting the grace period be extended to November 30, 2012;

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, that the Tax Collector is hereby authorized to extend the grace period and not charge interest on payments for the 4th quarter taxes paid by November 30, 2012.

CERTIFICATION

I, **SABINA T. SKIBO**, Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council on the 9th day of October 2012.

Sabina T. Skibo, RMC
Township Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
REDUCING THE REQUIRED AMOUNT OF THE PERFORMANCE GUARANTEE
POSTED BY STEVE LIOUMIS IN CONJUNCTION WITH A PROJECT KNOWN AS
PHASE I OF THE WATER MAIN EXTENSION TO
LOTS 13, 14, 15, 66 AND 72 OF BLOCK 86.01**

WHEREAS, a Cash Performance Guarantee in the amount of \$16,850.40 for water system improvements was heretofore posted with Manchester Township by Steve Lioumis in conjunction with a project known as Phase I of the Water Main Extension to Lots 13, 14, 15, 66 and 72 of Block 86.01;

WHEREAS, the Township holds the cash security for the performance guarantee in Escrow Account #7760808522/17711;

WHEREAS, under date of September 28, 2012, the Chief Utilities Engineer did confirm the water system improvements were constructed and successfully tested and did recommend a reduction in the required amount of the performance guarantee aforesaid to \$5,055.12 representing 30% of the original amount of the performance guarantee; and

WHEREAS, the Township Council has reviewed the recommendation aforesaid and finds the same to be acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, as follows:

1. On the basis of the above recommendation by the Township Chief Utilities Engineer, the required amount of the performance guarantee aforesaid be and hereby is reduced from \$16,850.40 to \$5,055.12;
2. The balance in escrow account #7760808522/17711 which is in excess of \$5,055.12, the aforesaid reduced amount of the performance guarantee, be and hereby is released; and
3. The Township Clerk shall forward a certified copy of this Resolution to the following:
 - A. Chief Utilities Engineer;
 - B. Chief Financial Officer;
 - C. Steve Lioumis
1690 Todd Road
Toms River, NJ 08755

CERTIFICATION

DRAFT

I, Sabina T. Skibo, Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council of said Township at a meeting held on the 9th day of October 2012.

Sabina T. Skibo, RMC
Township Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
RELEASING A MAINTENANCE GUARANTEE AND ESCROW
POSTED BY RIDGEWAY ACRES, LLC
IN CONJUNCTION WITH
A PROJECT KNOWN AS RIDGEWAY ACRES**

WHEREAS, a maintenance guarantee for the water system improvements for a project known as Ridgeway Acres was heretofore posted with the Township by Ridgeway Acres, LLC in the form of a Maintenance Bond issued by Developers Surety and Indemnity Company, Bond No. 893820S, dated May 12, 2009 in the amount of \$17,948.25;

WHEREAS, the term of the Maintenance Bond expired on May 12, 2011 and there were no outstanding maintenance or repair items at the end of the term of the Maintenance Bond;

WHEREAS, Ridgeway Acres, LLC funded escrow account No. 17543 held by the Township to pay the Township's costs of review and inspection of the water system improvements;

WHEREAS, all of the Township's costs of review and inspection were previously billed to Ridgeway Acres, LLC and paid from the escrow account for that purpose;

WHEREAS, under date of September 27, 2012, the Utilities Engineer did recommend the release of the Maintenance Bond and the balance in the escrow account for the review and inspection of the water system improvements; and,

WHEREAS, the Township Council has reviewed the recommendations aforesaid and finds the same to be acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, as follows:

1. The Maintenance Bond for the water system improvements issued by Developers Surety and Indemnity Company, Bond No. 893820S, dated May 12, 2009 in the amount of \$17,948.25, be and hereby is released;
2. The balance in escrow account number 17543 for payment of the Township's costs of review and inspection of the water system improvements be and hereby is released; and

3. That the Township Clerk shall forward a certified copy of this Resolution to the following:

- A. Utility Engineer;
- B. Chief Financial Officer;
- C. Ridgeway Acres, LLC
110 Hillside Blvd., Suite 1
Lakewood, New Jersey 08701

DRAFT

CERTIFICATION

I, Sabina T. Skibo, Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council of said Township at a meeting held on the 9th day of October 2012.

Sabina T. Skibo, RMC
Township Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
RELEASING A MAINTENANCE GUARANTEE AND ESCROW
POSTED BY CLEARSTREAM ESTATES, LLC
IN CONJUNCTION WITH
A PROJECT KNOWN AS CLEARSTREAM ESTATES**

WHEREAS, a maintenance guarantee for the water system improvements for a project known as Clearstream Estates was heretofore posted with the Township by Clearstream Estates, LLC in the form of a Maintenance Bond issued by Developers Surety and Indemnity Company, Bond No. 893345S, dated March 23, 2009 in the amount of \$19,252.50;

WHEREAS, the term of the Maintenance Bond expired on November 10, 2010 and there were no outstanding maintenance or repair items at the end of the term of the Maintenance Bond;

WHEREAS, Clearstream Estates, LLC funded escrow account No. 17518 held by the Township to pay the Township's costs of review and inspection of the water system improvements;

WHEREAS, all of the Township's costs of review and inspection were previously billed to Clearstream Estates, LLC and paid from the escrow account for that purpose;

WHEREAS, under date of September 27, 2012, the Utilities Engineer did recommend the release of the Maintenance Bond and the balance in the escrow account for the review and inspection of the water system improvements; and,

WHEREAS, the Township Council has reviewed the recommendations aforesaid and finds the same to be acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, as follows:

1. The Maintenance Bond for the water system improvements issued by Developers Surety and Indemnity Company, Bond No. 893345S, dated March 23, 2009 in the amount of \$19,252.50, be and hereby is released;
2. The balance in escrow account number 17518 for payment of the Township's costs of review and inspection of the water system improvements be and hereby is released; and

3. That the Township Clerk shall forward a certified copy of this Resolution to the following:

- A. Utility Engineer;
- B. Chief Financial Officer;
- C. Clearstream Estates, LLC
110 Hillside Blvd., Suite 1
Lakewood, New Jersey 08701

DRAFT

CERTIFICATION

I, Sabina T. Skibo, Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council of said Township at a meeting held on the 9th day of October 2012.

Sabina T. Skibo, RMC
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
RELEASING PERFORMANCE GUARANTEES
POSTED BY THE PRESBYTERIAN HOME AT MANCHESTER, INC. AND
ACCEPTING CERTAIN WATER SYSTEM IMPROVEMENTS
IN CONJUNCTION WITH A PROJECT KNOWN AS
THE PRESBYTERIAN HOME AT MANCHESTER
SITUATE ON LOT 14.01 OF BLOCK 82.09**

WHEREAS, a water system improvements performance guarantee was heretofore posted with the Township by The Presbyterian Home at Manchester, Inc. in the form of a Performance Bond issued by United States Surety Company, No. 17724, dated September 15, 2009, in the amount of \$92,590.37, in conjunction with a project known as The Presbyterian Home at Manchester - Block 82.09, Lot 14.01;

WHEREAS, a sanitary sewer system improvements performance guarantee was heretofore posted with the Township by The Presbyterian Home at Manchester, Inc. in the form of a Performance Bond issued by United States Surety Company, No. 17723, dated September 15, 2009, in the amount of \$163,610.81, in conjunction with a project known as The Presbyterian Home at Manchester - Block 82.09, Lot 14.01;

WHEREAS, The Presbyterian Home at Manchester, Inc. funded escrow accounts Nos. 17613 and 17913 held by the Township to pay the Township's costs of review and inspection of the water and sanitary sewer system improvements respectively;

WHEREAS, The Presbyterian Home at Manchester, Inc. provided the Township with a Bill of Sale, Corporate Resolution and Contractor's Affidavit, which were approved by the Utility Attorney, to transfer certain specified water system improvements to the Township;

WHEREAS, The Presbyterian Home at Manchester, Inc. provided the Township with a Right-of-Entry, which was approved by the Utility Attorney, granting the Township a right-of-entry on and across Lot 14.01 of Block 82.09 for access to the property owner's water and sanitary sewer systems to perform certain specified activities required by the Township;

WHEREAS, The Presbyterian Home at Manchester, Inc. provided the Township with two-year maintenance guarantees in the forms of Maintenance Bonds issued by United States Surety Company, Nos. 17724 and 17723, dated June 18, 2012, in the required amounts for the water and sanitary sewer system improvements, respectively, which were approved by the Utility Attorney;

WHEREAS, under date of October 1, 2012, the Utilities Engineer did confirm the water and sanitary sewer system improvements for the project were constructed and are in operation and did recommend a release of the performance guarantees and acceptance of certain water system improvements; and,

WHEREAS, the Township Council has reviewed the recommendations aforesaid and finds the same to be acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, as follows:

1. That The Presbyterian Home at Manchester, Inc. pay all outstanding professional fees due the engineering review and inspection escrow accounts Nos. 17613 and 17913 and maintain a balance of \$500.00 in each of the escrow accounts for the two-year maintenance period;
2. That after The Presbyterian Home at Manchester, Inc. pays all outstanding professional fees due the engineering review and inspection escrow accounts Nos. 17613 and 17913, any excess escrow amounts above \$500.00 in the accounts be and hereby are authorized to be released;
3. That contingent upon The Presbyterian Home at Manchester, Inc. paying all outstanding professional fees due escrow accounts Nos. 17613 and 17913 and maintaining a balance of \$500 in each of these escrow accounts:
 - A. The water system improvement performance guarantee in the form of Performance Bond No. 17724 issued by United States Surety Company be and hereby is released;
 - B. The sanitary sewer system improvement performance guarantee in the form of Performance Bond No. 17723 issued by United States Company be and hereby is released; and
 - C. The constructed water system improvements to be owned and operated by the Township be and hereby are accepted by the Township of Manchester; and
5. That the Township Clerk shall forward a certified copy of this Resolution to the following:
 - A. Utility Engineer;
 - B. Chief Financial Officer;
 - C. The Presbyterian Home at Manchester, Inc.
13 Roszel Road, Suite C-120
Princeton, New Jersey 08540

CERTIFICATION

I, Sabina T. Skibo, Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council of said Township at a meeting held on the 9th day of October 2012.

Sabina T. Skibo, RMC
Township Clerk

#12-303

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
TO SUPPORT THE PASSAGE OF A-640/S-180 BY THE LEGISLATURE**

WHEREAS, Bill A-640/S-180, introduced in the Legislature in 2010 proposes to amend Megan's Law to require the County Prosecutors to determine the risk of re-offense of sex offenders under Megan's Law prior to the release of a sex offender from incarceration; and

WHEREAS, currently, many sex offenders are not tiered until they have been released into the community; and

WHEREAS, the Township Council believes it is in the best interests of the citizens of the Township of Manchester and all of New Jersey to require the Prosecutor's Office to determine a sex offender's risk of re-offense prior to release; and

WHEREAS, the Chief of Police has recommended the support of this Bill.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, hereby supports the passage of New Jersey Legislature Bill A-640/S-180 which amends Megan's Law in order to require the County Prosecutors to determine a sex offender's risk of re-offense prior to release from incarceration and urges the enactment of such legislation as soon as possible.

CERTIFICATION

I, Sabina T. Skibo, Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council of said Township at a meeting held on the 9th day of October, 2012.

Sabina T. Skibo R.M.C.
Township Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,
COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING
THE DISPOSITION OF PROPERTY IN THE POSSESSION OF THE
MANCHESTER TOWNSHIP AT AUCTION ON GOVDEALS.COM**

WHEREAS, the Township Department's are requesting that the Township Council authorize the disposition of property currently in the possession of Manchester Township; and

WHEREAS, such surplus items may be sold at public auction to the highest bidder in accordance with N.J.S.A. 40A:11-36; and

WHEREAS, the Township Council has reviewed a request which describes the items aforesaid to be sold at the auction; and

WHEREAS, the items to be sold are itemized as follows:
SEE ATTACHED SCHEDULE A

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, as follows:

1. That the Division of Purchasing, or its designee, be and hereby is authorized to sell at auction to the highest bidder, any and all surplus items as described.
2. That a certified copy of this Resolution shall be forwarded to the following:
 - A. Purchasing Agent
 - B. Chief Financial Officer
 - C. Township Auditor
 - D. Police Department
 - E. NJ Department of Community Affairs

CERTIFICATION

I, Sabina T. Skibo, Township Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council at a meeting held on the.

Sabina T. Skibo, R.M.C.
Township Clerk

SCHEDULE A
GOV DEALS ASSEST Revised 9/28/12

Miscellaneous Property

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10 – K-55 MPH Industries Radar Units

- Unit # 60364 / Antenna # 60365 / Remote
- Unit # 28377 / Antenna # 28378 / Remote
- Unit # 40823 / Antenna # 40824 / Remote
- Unit # 41117 / Antenna # 41118 / Remote
- Unit # K55266002717 / Antenna # K55097003686 / Remote
- Unit # 40941 / Antenna # 40942 / Remote
- Unit # 60352 / Antenna # 60353 / Remote
- Unit # 40732 / Antenna # 40733 / Remote
- Unit # 39862 / Antenna # 70611 / Remote
- Unit # K55266002399 / Antenna # K55097002869 / Remote
- Rear Antenna # 17280
- Remote

Dell Precision 670 Server Serial # CNPV71 / ID Asset Tag # 0871 – High Powered Work Station

Dell Precision 530 Workstation Serial # GYP1611 / ID Asset Tag # 0578

ComPaq Prosignia 200 High Powered Work Station Serial # D752BPZ10038

Dell Optiplex GX270 Serial # BL65731

Dell Optiplex GX260 Serial # 3NMRX21 / Asset ID Tag # 0636

Dell Optiplex GX260 Serial # 8M39P81 / Asset Tag # 0836

2 – Northern Telecom Switches

2 – HP Keyboards

1 – Dell Keyboard

2 – Dell Quiet Key Keyboards

Server Rack / 4- Fans / Power Block / 3 – Mesh Screens

HP Network ProCurve 10/100 Hub 24

Juniper Networks Net Screen 25

3Com Office Connect Dual Speed Hub 16

3Com Office Connect Dual Speed Hub 5

Linksys 2 Port KVM Switch w/cables

Hawking Technology HKS104 – 4 Port KVM Switch

Acer 17" Monitor

Dell 17" Monitor (Brand New)

Dell 19" Monitor

Keyboard and Computer Work Station for a laptop computer – Dell

Overhead Transparency Projector

Server Monitor, keyboard tray

**TOWNSHIP OF MANCHESTER RESOLUTION
REQUESTING AUTHORIZATION FOR EXPENDITURE OF AFFORDABLE
HOUSING TRUST FUNDS ON EMERGENT AFFORDABLE HOUSING
MECHANISMS NOT INCLUDED IN THE TOWNSHIP MUNICIPAL FAIR SHARE
PLAN IN THE FORM OF AN AMENDMENT TO THE SPENDING PLAN
PURSUANT TO N.J.A.C. 5:97-8.11**

WHEREAS, the New Jersey Council on Affordable Housing (COAH) Rules at N.J.A.C. 5:97-8.11, Consideration for Affordable Housing Mechanisms not in the Adopted Fair Share Plan, provides that:

“(a) A municipality may request authorization for expenditure of affordable housing trust funds on emergent affordable housing mechanisms not included in the municipal Fair Share Plan, in the form of an amendment to the spending plan.

(b) In addition to the requirements for approval of a spending plan or amendment to an approved spending plan set forth at N.J.A.C. 5:96-5, the resolution submitted by the municipality shall include a certification that the affordable housing opportunity addresses the Council's criteria set forth in N.J.A.C. 5:97-6, and the municipality shall submit information regarding the proposed mechanism in a format to be provided by the Council.

(c) The municipality shall submit an amendment to its Fair Share Plan to include the mechanism at the earlier of two years after the Council's approval of the spending plan amendment or the next planned amendment to the Fair Share Plan resulting from plan evaluation review pursuant to N.J.A.C. 5:96-10.”

WHEREAS, the Township of Manchester wishes to request authorization from COAH to expend Affordable Housing Trust Funds on emergent affordable housing mechanisms not included in the Manchester Township Housing Plan and Fair Share Plan in the form of an amendment to the Spending Plan, as set forth in the Spending Plan adopted by the Township Council on July 16, 2012 and filed with the Council on Affordable Housing.

NOW THEREFORE BE IT RESOLVED that the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, pursuant to the requirements of N.J.A.C. 5:97-8.11, hereby certifies that the affordable housing opportunities within the Township Spending Plan addresses the COAH criteria set forth in N.J.A.C. 5:97-6, Mechanisms for Addressing the Fair Share Obligation, and that the Township shall submit information regarding the proposed mechanisms in a format approved by COAH; and

BE IT FURTHER RESOLVED that the Township Clerk is hereby authorized and directed to file with the New Jersey Council on Affordable Housing a certified copy of this resolution with a copy of Affordable Housing Trust Fund Spending Plan dated July 16, 2012 attached hereto; and

BE IT FURTHER RESOLVED that the Township of Manchester shall submit an amendment to or a revised and updated Housing Plan and Fair Share Plan to include the mechanisms at the earlier of two years after COAH approval of the Spending Plan dated July 16, 2012 or the next adopted amendment to the Fair Share Plan resulting from the Township Spending Plan evaluation review by COAH pursuant to N.J.A.C. 5:96-10, Plan Evaluation.

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be forwarded to the following:

- a. His Honor Vincent J. Grasso, A.J.S.C.
- b. New Jersey Council on Affordable Housing
- c. Philip Caton, P.P., Special Court Master
- d. Steven Secare, Esq., Township Municipal Attorney
- e. Martin Lynch, Manchester Township Housing Administrator
- f. Thomas A. Thomas, P.P., Township Planner
- g. Diane Lapp, Township Chief Financial Officer

CERTIFICATION

I, Sabina T. Skibo, Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council at a meeting held on the 9th day of October, 2012.

Sabina T. Skibo, RMC
Township Clerk