

**MANCHESTER TOWNSHIP  
REORGANIZATION MEETING MINUTES  
January 4, 2016**

The reorganization meeting of the Township Council was called to order by the Township Clerk at 5:30 p.m. This was followed by the reading of the following statement: “Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act, pursuant to P.L. 1075, Chapter 231. Said notice was advertised in the Star Ledger and Asbury Park Press and was posted in the lobby of the Municipal Building.

**FLAG SALUTE**

**ROLL CALL**

The following roll call was taken by the Municipal Clerk:

Councilman Charles Frattini	- absent
Councilman James Vaccaro	- present
Councilman Brendan Weiner	- present
Councilman Sam Fusaro	- present
Councilman Craig Wallis	- present

The Clerk noted for the record that, also present were Business Administrator Donna Markulic, Township Attorney Angela Koutsouris and Mayor Ken Palmer.

Nominations were given for Council President. Mr. Wallis offered the name of James Vaccaro. Mr. Fusaro seconded the nomination. Mr. Vaccaro was elected by the following roll call vote; Councilmen: Weiner, Fusaro, Wallis and Vaccaro; yea.

The Clerk turned the meeting over to Council President Vaccaro, who asked for nominations for Council Vice President. Councilman Wallis offered the name of Councilman Fusaro for Council Vice President. Councilman Weiner seconded the nomination. Councilman Fusaro was elected by the following roll call vote; Councilmen: Weiner, Fusaro, Wallis and Vaccaro; yea.

The following Mayoral appointments were read into the record and made a part of these minutes:

**Planning Board:**

Bill Foor, Class II member; William G. Barron, Class IV Member; Archie Miller, Alternate Member#1; Steven Bates, Alternate Member #2

**Board of Adjustment:**

Alternate #2, Bill Cook

**Environmental Commission:**

Bill Foor, Representative from Planning Board; Marianne Borthwick, Member; Michael DiGiore, Member.

**The Clerk read into the records the following Council appointments:**

Finance Committee: Sam Fusaro and Craig Wallis

Emergency Management Liaison: Craig Wallis

School Liaison: Craig Wallis

Joint Base Committee: James A. Vaccaro, Sr.

Senior Advisory Board Liaison: Charles Frattini

**SUBMISSION OF BILLS:**

**Resolution #16-001** – Authorizing payment of bills from the Current Fund in the amount of \$4,777,525.63 was offered by Mr. Fusaro, seconded by Mr. Weiner and approved by the following roll call vote; Councilmen: Weiner, Fusaro, Wallis and Vaccaro; yea.

**Resolution #16-002** – Authorizing payment of bills from the Utility Fund Eastern Service Area in the amount of \$61,589.50, was offered by Mr. Fusaro, seconded by Mr. Wallis and approved by the following roll call vote; Councilmen: Weiner, Fusaro, Wallis and Vaccaro; yea.

**Resolution #16-003** – Authorizing payment of bills from the Utility Fund Western Service Area in the amount of \$61,589.50, was offered by Mr. Fusaro, seconded by Mr. Wallis and approved by the following roll call vote; Councilmen: Weiner, Fusaro, Wallis and Vaccaro; yea.

### **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.**

Mr. Vaccaro asked if any Council members had any comments on any items on the consent agenda.

Seeing no comments from Council, Mr. Vaccaro asked if there were any comments from the public on any item on the consent agenda.

Seeing no comments, Mr. Vaccaro closed the public portion.

**Resolutions #16-004 through #16-041 were considered routine by the Manchester Township Council and were enacted by one motion offered by Mr. Fusaro seconded by Mr. Weiner and adopted by the following roll call vote; Councilmen: Weiner, Fusaro, Wallis and Vaccaro; yea. Mr. Weiner abstained on Resolution #16-020 due to a perception of conflict.**

#### **A. FINANCE**

**#16-004 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING TEMPORARY BUDGET APPROPRIATIONS FOR THE CALENDAR YEAR 2016**

**#16-005 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING TEMPORARY WATER UTILITY BUDGET EASTERN SERVICE AREA APPROPRIATIONS FOR THE CALENDAR YEAR 2016**

**#16-006 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING TEMPORARY SEWER UTILITY BUDGET EASTERN SERVICE AREA APPROPRIATIONS FOR THE CALENDAR YEAR 2016**

**#16-007 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING TEMPORARY WESTERN SERVICE AREA WATER UTILITY BUDGET APPROPRIATIONS FOR THE CALENDAR YEAR 2016**

**#16-008 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING TEMPORARY WESTERN SERVICE AREA SEWER UTILITY BUDGET APPROPRIATIONS FOR THE CALENDAR YEAR 2016**

**#16-009 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY ADOPTING A CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF MANCHESTER**

**#16-010 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES OR ASSESSMENTS**

**#16-011 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT WATER AND SEWER RATES, CHARGES, RENTALS, AND FEES**

**#16-012 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE DIRECTOR OF FINANCE TO RE ESTABLISH A PETTY CASH FUND IN THE AMOUNT OF \$200.00**

**#16-013 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR TO CONDUCT A MUNICIPAL LIEN SALE**

**#16-014 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR TO CHARGE A FEE FOR PAYMENTS RETURNED FOR INSUFFICIENT FUNDS**

**#16-015 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING ACCEPTANCE OF THE AUTOMATED CLEARING HOUSE (ACH) FOR REAL ESTATE TAXES AND UTILITIES CHARGES**

**#16-016 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING ACCEPTANCE OF THE CREDIT AND DEBIT CARD PAYMENTS FOR THE COLLECTION OF REAL ESTATE TAXES AND UTILITIES CHARGES IN ACCORDANCE WITH THE PROVISIONS OF N.J.A.C. 5:30-9.1 et seq.**

**#16-017 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY AUTHORIZING THE COLLECTOR TO CANCEL OPEN BALANCES LESS THAN \$1**

**B. MUNICIPAL CLERK**

**#16-018 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, FIXING THE ANNUAL MEETING DATES OF THE TOWNSHIP COUNCIL**

**#16-019 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, DESIGNATING LEGAL NEWSPAPERS FOR THE TOWNSHIP**

**C. APPOINTMENTS**

**#16-020 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF ANGELA KOUTSOURIS OF THE FIRM OF DASTI, MURPHY, MCGUCKIN, ULAKY, KOUTSOURIS AND CONNORS AS TOWNSHIP ATTORNEY PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-021 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF KERRY J. MORGAN OF DAVISON, EASTMAN, MUNOZ, P.A AS BOND COUNSEL PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-022 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF CHRIS THEODOS OF MASER CONSULTING, P.A. AS TOWNSHIP ENGINEER PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-023 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF DAVID ROBERTS OF MASER CONSULTING, P.A. AS TOWNSHIP PLANNER PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-024 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF HOLMAN, FRENIA, ALLISON, P.C. AS TOWNSHIP AUDITOR PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-025 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING JAMES A. VACCARO, SR. AS A CLASS III MEMBER OF THE MANCHESTER TOWNSHIP PLANNING BOARD**

**#16-026 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING BRENDAN WEINER AS TOWNSHIP COUNCIL MEMBER OF THE OPEN SPACE ADVISORY COMMITTEE**

**#16-027 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF KIM PASCARELLA AND JOSEPH CORONATO, JR. OF THE FIRM OF KIM PASCARELLA ESQUIRE, LLC AS MUNICIPAL PROSECUTOR PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-028 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF BONNIE PETERSON, ESQ. AS CONFLICT PROSECUTOR PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-029 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF MATTHEW SAGE, ESQ. OF THE LAW OFFICE OF MATTHEW SAGE, LLC AS MUNICIPAL PUBLIC DEFENDER PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-030 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF COLLEEN DOLCY, ESQ. OF THE FIRM OF BRIAN RUMPF, P.C. AS CONFLICT PUBLIC DEFENDER PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-031 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF STEPHEN TRIMBOLI, ESQ. OF THE FIRM OF TRIMBOLI & PRUSINOWSKI, LLC AS MUNICIPAL LEGAL SERVICES LABOR COUNSEL PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-032 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF STEVEN ZABARSKY, ESQ. OF THE FIRM OF CITTA, HOLZAPFEL & ZABARSKY AS LEGAL SERVICES SPECIAL LABOR COUNSEL PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-033 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF ARMANDO V. RICCIO, LLC AS**

**MUNICIPAL LEGAL SERVICES SPECIAL LABOR COUNSEL PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-034 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF JEAN CIPRIANI, ESQ. OF THE FIRM OF GILMORE AND MONAHAN AS MUNICIPAL LEGAL SERVICES COUNSEL OF AFFORDABLE HOUSING PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ**

**#16-035 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER**

**#16-036 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF ALAN DITTENHOFER OF THE FIRM OF REMINGTON, VERNICK & VENA AS TOWNSHIP ENGINEER – WATER AND SEWER PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-037 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF ROBERT MULLIN OF THE FIRM OF T & M ASSOCIATES AS ALTERNATE ENGINEER PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**#16-038 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDDING A CONTRACT TO AND AUTHORIZING THE APPOINTMENT OF ACACIA FINANCIAL GROUP, INC. AS FINANCIAL ADVISOR PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**D. MISCELLANEOUS**

**#16-039 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE DISPOSITION OR SALVAGE OF FORFEITED/SEIZED VEHICLE(S) IN THE POSSESSION OF THE TOWNSHIP AT AUCTION ON GOVDEALS.COM**

**#16-040 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING AN AGREEMENT WITH ALTERNATIVE MICROGRAPHICS, INC.**

**#16-041 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC. FOR A POLICE OFFICER EXAMINATION**

**COUNCIL COMMENTS**

**Mr. Weiner:** Mr. Weiner wished Mr. Vaccaro and Mr. Fusaro good luck as Council President and Council Vice President in the coming year. He hoped that Council could work on the “No Knock” ordinance and thought holding Council meetings in the Whiting area was a good idea.

**Mr. Wallis:** Mr. Wallis congratulated Mr. Vaccaro and Mr. Fusaro and wished them well.

**Mr. Fusaro:** Mr. Fusaro has been serving Manchester for twenty-one years. He has worked with several different Council members. They do not always agree but they reach decisions that they feel are in the best interest of the residents of Manchester Township.

**Mr. Vaccaro:** Mr. Vaccaro wished everyone a very happy and healthy New Year. He stated that the Council was committed to keeping Manchester an attractive place in which to reside and

making Manchester more affordable for its residents. Mr. Vaccaro said this could be achieved both on a short-term and long-term basis by exploring revenue enhancement projects; increasing our tax rates by using smart controlled growth development; proactively attempting to attract commercial rates to locate in the Township and encouraging our local business to grow in the Township thus creating local jobs and providing a better quality of life for our residents.

The Hovson's working group will continue to explore and evaluate the redevelopment options of the Heritage Mineral Site as being a financially sound endeavor and also being environmentally responsible to the Township, County and State.

Mr. Vaccaro said he would like have in place in 2016 a foreclosure program, a no knock policy and explore the feasibility of an in house grant writer. The grant writer could investigate available grants and prepare and process applications, investigate the financial feasibility of application and use of alternative energy resources such as wind and solar.

Finally, he stated that Council would continue to work with the Mayor to achieve a better Manchester.

**Ms. Markulic:** Ms. Markulic has enjoyed her months as Business Administrator. She has learned a lot in a short time. She is looking forward to learning more.

**Ms. Koutsouris:** Ms. Koutsouris thanked Council for her re-appointment as Township Attorney. She has enjoyed working with the Municipal Clerk this past year.

**Ms. Skibo:** Ms. Skibo congratulated Mr. Vaccaro and Mr. Fusaro on becoming Council President and Vice President.

**Mayor Palmer:** Mayor Palmer wished Council good luck on the coming year and thanked everyone for making his first year in office a success.

**PUBLIC COMMENTS:** None

### **ADJOURNMENT**

There being no further comments or business to come before Council at this time, the meeting was adjourned at 5:50 p.m. on motion by Mr. Fusaro, seconded by Mr. Weiner and the approved by the following roll call vote; Councilmen: Weiner, Fusaro, Wallis and Vaccaro; yea.

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James A. Vaccaro, Sr.  
Council President

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Sabina Skibo, R.M.C.  
Township Clerk

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Date Adopted