



MANCHESTER TOWNSHIP  
COUNCIL MEETING AGENDA  
November-26, 2012  
6:00 P.M.

**DRAFT**

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. **SUBMISSION OF BILLS:**

#12-335	Current Fund
#12-336	Water & Sewer Fund
#12-337	Water & Sewer West Fund

6. **ORDINANCES: First Reading and Introduction**

#12-026 Title 39 Agreement for Crestwood Village Co-Op Three  
#12-027 Criminal History Background Checks for Emergency Service/Public Safety Volunteers

7. **ORDINANCES: Second Reading, Public Hearing & Final Action**

#12-024 Amending Salary Ordinance for Bargaining Unit Employees  
#12-025 Amending Salary Ordinance for Non-Bargaining Unit Employees

8. **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**

#12-338 Authorizing Dedication by Rider for Snow Removal  
#12-339 Cancel Taxes for TDV for Block 75.05, Lot 3  
#12-340 Cancel Taxes for TDV for Block 61.10, Lot 157  
#12-341 Cancel Taxes for TDV for Block 75.140, Lot 8  
#12-342 Cancel Taxes for TDV for Block 61.13, Lot 427  
#12-343 Cancel Taxes for TDV for Block 71.01, Lot 58  
#12-344 Establishing Recreation Fees for Theater Trips  
#12-345 Request for Refund – Bureau of Inspections Permit Fee

**B. GRANTS**

#12-346 Authorizing Acceptance of a Grant Award for Senior Services - \$25,000  
#12-347 Authorizing Acceptance of a Grant Award for Senior Services - \$110,100

**C. CONTRACTS/AGREEMENTS**

#12-348 Authorizing Shared Service Agreement with Ocean County for Debris Removal

9. **REPORTS**

10. **PUBLIC COMMENT**

11. **ADJOURNMENT**

Dated November 26, 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	\$	1,066,972.58
Capital Fund	\$	982.19
Escrows	\$	5,549.81
Animal Control Fund	\$	378.20
Drug Enforcement Fund	\$	-
N.J. Unemployment Trust	\$	-
Public Assistance Discretionary Trust	\$	-
Public Assistance Trust Fund I	\$	
Municipal Alliance Discretionary Trust	\$	1,600.00
Manchester Day Trust Fund	\$	-
Public Defender Trust Fund	\$	1,733.34
Recreation Trust Fund	\$	-
Open Space Trust Fund	\$	-
Recreation Capital Trust Fund	\$	
Sinking Fund	\$	
	\$	<u>1,077,216.12</u>

CERTIFICATION:

\_\_\_\_\_  
Diane Lapp  
Chief Financial Officer

Signed: \_\_\_\_\_  
Craig Wallis  
Council President

\_\_\_\_\_  
Sabina T. Skibo  
Township Clerk

BILL LIST ADDENDUM

Dated November 26, 2012

**DRAFT**

CAPITAL FUND

\$ \_\_\_\_\_  
\_\_\_\_\_

CURRENT FUND

PAYROLL WEEK ENDING 12/7/2012

\_\_\_\_\_  
\$ -

SPECIAL ESCROW TRUST FUND

PAYROLL WEEK ENDING 12/7/2012

Manchester Township Off-Duty 11/23/2012  
T&M Associates

Chk #1990	1,119.56
Chk #1991	4,430.25

\_\_\_\_\_  
\$ 5,549.81

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

\$ \_\_\_\_\_  
\_\_\_\_\_

DRAFT

CURRENT FUND BILL LIST

November 26, 2012

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>DESCRIPTION</u>
NJ MOTOR VEHICLE COMMISSION	60.00	14-Nov-12	46008		DIVISION OF STREETS TAXES, LICENCES & FEES
NJ MOTOR VEHICLE COMMISSION	60.00	14-Nov-12	46009		DIVISION OF STREETS TAXES, LICENCES & FEES
NJ MOTOR VEHICLE COMMISSION	60.00	14-Nov-12	46010		DIVISION OF STREETS TAXES, LICENCES & FEES
AAM MAMAGEMENT, LLC	3,479.34	26-Nov-12	46011		POLICE RENTS
ALL TIME TIRE	265.45	26-Nov-12	46012	28047,27947,48,28045,27979	DIV OF CENTRAL MAINT MAINT & REPAIR
AMERICAN WEAR	1,632.59	26-Nov-12	46013	405914,403776,401659	DIV OF STREETS UNIFORMS & PERSONAL
ARROW LOCKSMITHS & SECURITY	36.80	26-Nov-12	46014	33808	STREETS GENERAL SUPPLIES
ASBURY PARK PRESS	372.00	26-Nov-12	46015		OFFICE OF THE CLERK ADVERTISING
ATLAS WELDING SUPPLY CO. INC.	102.60	26-Nov-12	46016	93012	DIV OF CENTRAL MAINT MAINT & REPAIR
BARBARA CARTER	200.00	26-Nov-12	46017		INSURANCE-GROUP EYEGLASS REIMBURSEMENT
BIG SKY RACKS, INC.	339.09	26-Nov-12	46018	61894	POLICE GENERAL SUPPLIES
BROADVIEW NETWORKS	5,025.79	26-Nov-12	46019	14690027 ACCT 732-657-1709	TELEPHONE-OE
BUILDER'S GENERAL SUPPLY CO.	1,546.90	26-Nov-12	46020	54037908,954,54038678,615,365,171,380	DIV OF BUILDINGS & GROUNDS MAINT & REPAIR
CDWG	1,246.46	26-Nov-12	46021	S147224	DATA PROCESSING COMPUTER SOFTWARE/HARDWARE
CENTRAL JERSEY HEALTH INS. FUN	358,369.20	26-Nov-12	46022		INSURANCE-GROUP-OE INSURANCE
CENTRAL JERSEY WASTE	38,916.66	26-Nov-12	46023	227187	DIV OF SANITATION & RECYCLING OTHER SERVICES
CITTA, HOLZAPFEL & ZABARSKY	1,666.66	26-Nov-12	46024		MUNICIPAL PROSECUTOR-OE OTHER EXPENSES
CLARKE CATON HINTZ, PC	60.00	26-Nov-12	46025	55357 MT. LAUREL PROJECT 5154	DUE TO/FROM AFFORD HOUSING AFFORDABLE HOUSING
COMCAST	224.58	26-Nov-12	46026	01620161607-01-3	TELEPHONE-OE
COMCAST	117.66	26-Nov-12	46027	01620297190-01-5	TELEPHONE-OE
CONTRACTOR SERVICE	2,347.00	26-Nov-12	46028	B19739	STREETS GENERAL SUPPLIES
DOWNS FORD, INC.	1,142.65	26-Nov-12	46029	238647,238646,238648	DIV OF CENTRAL MAINT MAINT & REPAIR
EAST COAST EMERGENCY LIGHTING	100.00	26-Nov-12	46030	16116	POLICE MAINT & REPAIR
EDITH BLANKENSHIP	75.00	26-Nov-12	46031		CODE ENFORCE-OE
F & C AUTOMOTIVE SUPPLY	819.12	26-Nov-12	46032	193948,194290,435,860,195112,113,021	DIV OF CENTRAL MAINT MAINT & REPAIR
FEDERAL EXPRESS	198.02	26-Nov-12	46033	2-026-81337,2-256-87470, 2-064-28279	ADMINISTRATION POSTAGE
FT. DEARBORN LIFE INSURANCE	605.55	26-Nov-12	46034	11/17/12-11/30/12 F005063	INSURANCE-GROUP-OE INSURANCE
GAGLIANO APPRAISAL, LLC	3,125.00	26-Nov-12	46035	2012-047-06	REASSESSMENT SERVICES
GAITHERSBURG EQUIPMENT CO.	364.05	26-Nov-12	46036	74223	DIV OF CENTRAL MAINT MAINT & REPAIR
GARY T. SYLVESTER	125.00	26-Nov-12	46037		DIV OF BUILDINGS & GROUNDS UNIFORMS & PERSONAL EQUIP
GLOUCESTER COUNTY	200.00	26-Nov-12	46038		POLICE EDUCATION & SEMINARS
GOOD YEAR SERVICE CENTER	466.24	26-Nov-12	46039		DIV OF CENTRAL MAINT MAINT & REPAIR-OTHER DEPART
GOVCONNECTION, INC.	1,465.00	26-Nov-12	46040	153139	STREETS GENERAL SUPPLIES
GRAN TURK EQUIPMENT	973.63	26-Nov-12	46041	49559686	DIV OF CENTRAL MAINT MAINT & REPAIR
HESS CORPORATION	5,914.90	26-Nov-12	46042	ES12656054	ELECTRICITY-OE
HUNTER JERSEY PETERBILT	28.02	26-Nov-12	46043		STREET LIGHT-OE
J C P & L	15,745.98	26-Nov-12	46044	5-222750081,222650070,50014,30027, STMT CREDI	DIV OF CENTRAL MAINT MAINT & REPAIR
JESCO, INC.	285.38	26-Nov-12	46045	95004116845 ACCT 200000021788	STREETS GENERAL SUPPLIES
JOHNNY ON THE SPOT, INC.	585.00	26-Nov-12	46046	V1159696,9697,9702,9710,V1160488	LAKES OTHER SERVICES
JVM GAS STATION INC	276.00	26-Nov-12	46047	CAR WASHES 6/17-10/12/12	POLICE-OE
KNAPP, TRIMBOLI &	8,931.37	26-Nov-12	46048	2354 LEGAL SERVICES THRU 10/25/12	TOWNSHIP ATTORNEY PROFESSIONAL SERVICES
KOVA CORPORATION	1,975.80	26-Nov-12	46049	62450	POLICE PROFESSIONAL SERVICES
KOWALSKI ROOFING	665.00	26-Nov-12	46050		DIV OF BUILDINGS & GROUNDS MAINT & REPAIR
KYOCERA MITA AMERICA, INC	917.75	26-Nov-12	46051	57811717	ADMINISTRATION RENTS
LAKEHURST CLEANERS	590.00	26-Nov-12	46052	181 POLICE DRY CLEANING	POLICE OTHER SERVICES
LAKEHURST HARDWARE	63.95	26-Nov-12	46053	33729,34216,36444	POLICE OTHER SERVICES

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CURRENT FUND BILL LIST

November 26, 2012

VENDOR	AMOUNT PAID	Date	Check Number	Invoice Number	DESCRIPTION
LAKEHURST LAWNMOWER	7.49	26-Nov-12	46054	34113	DIV OF LAKES, PARKS & PLAY MAINT & REPAIR
LEXIS NEXIS	200.00	26-Nov-12	46055	1241614-20120930	POLICE PROFESSIONAL SERVICES
LORI SOHL	25.00	26-Nov-12	46056	REFUND FOR SOCCER- NO LONGER AVAILABLE	RECREATION-OE MISC
MANCHESTER TWP HIGH SCHOOL	2,900.00	26-Nov-12	46057	HEROES AND COOL KIDS 2012-2013 PO 46959	MUNICIPAL ALLIANCE GRANT
MARIE SAILER KEY	12.66	26-Nov-12	46058	REFRESHMENTS FOR POLL WORKERS-ELECTION	OFFICE OF THE CLERK ELECTIONS
MITCHELL HUMPHREY	10,902.00	26-Nov-12	46059	3036	DIV OF CODE ENFORCEMENT OTHER SERVICES
MOORE WALLACE AN RR DONNELLY C	187.50	26-Nov-12	46060	331011734	OFFICE OF THE CLERK FORMS & STATIONARY
MOTOROLA SOLUTIONS, INC	3,553.20	26-Nov-12	46061	41172392	POLICE COMPUTER SOFT/HARDWARE
NARDINI BROS. SOUTH, INC.	3,028.79	26-Nov-12	46062	16293 HVAC REPAIRS	POLICE MAINT & REPAIR
NJ NATURAL GAS CO.	514.64	26-Nov-12	46063	220091012-97,1013-5Y,00105209-15,09-465002516	NATURAL GAS-OE
NJSLOW	7.00	26-Nov-12	46064	LEGISLATIVE BULLETIN 2012-2013	OFFICE OF THE TAX ASSESSOR MEMBERSHIPS & SUBSCRIPTION
OCEAN COUNTY BOARD OF HEALTH	1,896.00	26-Nov-12	46065	SERVICES FOR SEPT. 2012	DIV OF ANIMAL CONTROL OTHER SERVICES
OCEAN COUNTY VET HOSPITAL, PA	215.10	26-Nov-12	46066	234519	DIV OF ANIMAL CONTROL OTHER SERVICES
OXYGEN SUPPLY CO.	99.50	26-Nov-12	46067	1013148	POLICE GENERAL SUPPLIES
OZANE TERMITE AND	400.00	26-Nov-12	46068	RENEWAL FOR 2013	DIV OF BUILDINGS & GROUNDS OTHER SERVICES
PABLO MARTINEZ	129.99	26-Nov-12	46069	WORK BOOT REIMBURSEMENT	DIVISION OF STREETS UNIFORMS & PERSONAL EQUIP
PACIFIC TELEMANAGEMENT SERVICE	182.56	26-Nov-12	46070	454724	TELEPHONE-OE
PAPERMART	625.00	26-Nov-12	46071	2085063	ADMINISTRATION OFFICE SUPPLIES
PATRICK SHEEHAN	150.00	26-Nov-12	46072	REIMBURSEMENT FOR WORK BOOTS	DIV OF BUILDINGS & GROUNDS UNIFORMS & PERSONAL EQUIP
PATROL PC	4,131.99	26-Nov-12	46073	8255801	POLICE COMPUTER SOFT/HARDWARE
PEDRONI FUEL CO.	18,528.49	26-Nov-12	46074	441600	GASOLINE-OE
PERLMART OF MANCHESTER, INC.	251.64	26-Nov-12	46075	0659041600	EM. MANAGEMENT-OE
PHYSICAL THERAPY SPORTS REHAB	225.00	26-Nov-12	46076	STEPHANIE HOFFMAN	ADMINISTRATION
RED THE UNIFORM TAILOR INC.	3,418.33	26-Nov-12	46077	POLICE UNIFORMS SEE ATTACHED	POLICE UNIFORMS
ROBERTS ELECTRONICS&SECURITY	1,294.00	26-Nov-12	46078	75397,75621,75666	POLICE MAINT & REPAIR
ROTHSTEIN, MANDELL, STROHM &	1,666.67	26-Nov-12	46079	PROSECUTOR 10/1/12-10/31/12	MUNICIPAL PROSECUTOR-OE OTHER EXPENSES
SECARE, RYAN & HENSEL	4,529.28	26-Nov-12	46080	PROFESSIONAL SERVICES OCTOBER 2012	TOWNSHIP ATTORNEY PROFESSIONAL SERVICES
SHANNON FINDLOW	25.00	26-Nov-12	46081	REFUND-SOCCER	RECREATION-OE MISC
STAPLES, INC.	74.06	26-Nov-12	46082	3184481064,3184481063	ADMINISTRATION OFFICE SUPPLIES
THE PHOTO CENTER	294.00	26-Nov-12	46083	37108	RECREATION-OE OTHER SERVICES
TINA MCNUITY	299.70	26-Nov-12	46084	4TH QTR REIMB.FOR MEDICARE	INSURANCE-GROUP MEDICARE
TRANSPORT TRUCK & EQUIPMENT	623.91	26-Nov-12	46085	24795T,67T,11T,27T,47T,241731,24805T,75TCM241	DIV OF CENTRAL MAINT MAINT & REPAIR
U.S. POSTAL SERVICE	6,000.00	26-Nov-12	46086	POC ACCOUNT #59736945	ADMINISTRATION POSTAGE
V.E. RALPH & SON INC.	2,323.13	26-Nov-12	46087	244375,244376	POLICE OFFICE SUPPLIES
VAN SANT EQUIP. CORPORATION	1,586.40	26-Nov-12	46088	0683889-IN	STREETS GENERAL SUPPLIES
VERIZON	238.63	26-Nov-12	46089	201-Z43-6395	TELEPHONE-OE
VERIZON ONLINE	96.98	26-Nov-12	46090	ACCT 8987008883	TELEPHONE-OE
VITAL COMMUNICATIONS, INC.	9,677.60	26-Nov-12	46091	V52074	OFFICE OF THE TAX ASSESSOR MEMBERSHIPS & SUBSCRIPTION
WB MASON	1,685.36	26-Nov-12	46092	107759318,107692019,CR0643945	OFFICE OF THE TAX ASSESSOR FORMS & STATIONARY
WHITEMARSH CORPORATION	7,444.55	26-Nov-12	46093	64107 GAS SYSTEM DOWN POWER SURGE	DIVISION OF STREETS MAINT & REPAIR
XEROX	1,719.69	26-Nov-12	46094	063969108 BASE CHG FOR SEPT.	DIVISION OF STREETS OFFICE SUPPLIES
YOGA DIRECT, LLC	133.45	26-Nov-12	46095	THERA BANDS	MUNICIPAL ALLIANCE RESERVE
TOWNSHIP OF MANCHESTER	513,901.10	20-Nov-12	46096	CYCLE 47	PAYROLL

\$ 1,066,972.58

**DRAFT**

GENERAL CAPITAL FUND BILL LIST

November 26, 2012

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE#</u>
ALTERNATIVE MICROGRAPHICS	982.19	11/26/12	2292	25119
<hr/>				
<b>TOTAL \$</b>	<b>982.19</b>			

DRAFT

ANIMAL CONTROL TRUST FUND BILL LIST

November 26, 2012

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE#</u>
NEW JERSEY DEP OF HEALTH & SR2	50.40	11/26/2012	1871	THREE YR. DOG LICENSES FOR OCTOBER
NJ DEPT OF HEALTH & SR. SERVIC	43.80	11/26/2012	1872	ONE YR.DOG LICENSES FOR OCTOBER
OCEAN COUNTY BOARD OF HEALTH	284.00	11/26/2012	1873	SERVICES FOR SEPT. 2012

TOTAL \$ 378.20

**DRAFT**

MUNICIPAL ALLIANCE TRUST FUND BILL LIST

November 26, 2012

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE#</u>
MANCHESTER TWP HIGH SCHOOL	1,600.00	26-Nov-12	1335	2012-2013 HEROES AND COOL KIDS
<b>TOTAL \$</b>				<b><u>1,600.00</u></b>



DRAFT

PUBLIC DEFENDER TRUST BILL LIST

November 26, 2012

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE#</u>
DASTI, MURPHY AND MCGUCKIN, PC	1,733.34	26-Nov-12	1135	PUBLIC DEFENDER SERVICES OCT. 2012

TOTAL \$ 1,733.34

**DRAFT**

**#12 - 336**

**Dated November 26, 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	\$	<b>79,400.36</b>
Sewer Utility	\$	<b>50,708.42</b>
Utility Escrow - Water	\$	<b>1,715.85</b>
Utility Escrow - Sewer	\$	<b>2,309.82</b>
Sewer Utility Capital Fund	\$	-
Water Utility Capital Fund	\$	-
	\$	<b>134,134.45</b>

**CERTIFICATION:**

\_\_\_\_\_  
Diane Lapp  
Chief Financial Officer

Signed: \_\_\_\_\_

Craig Wallis  
Council President

\_\_\_\_\_  
Sabina T. Skibo  
Township Clerk

DRAFT

UTILITY BILL LIST ADDENDUM

November 26, 2012

WATER OPERATING

PAYROLL WEEK ENDING 12/7/2012

\$ -

SEWER OPERATING

PAYROLL WEEK ENDING 12/7/2012

\$ -

WATER UTILITY ESCROW

Township of Manchester Water Utility - Escrow Billing October 2012 Chk #1300

1,715.85

\$ 1,715.85

SEWER UTILITY ESCROW

Township of Manchester Sewer Utility - Escrow Billing October 2012 Chk #1301

2,309.82

\$ 2,309.82

WATER UTILITY CAPITAL FUND

\$ -

SEWER UTILITY CAPITAL FUND

\$ -

DRAFT

WATER OPERATING FUND BILL LIST

November 26, 2012

<u>YENDOR</u>	<u>Amount paid</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>Description</u>
TOWNSHIP OF MANCHESTER	25,083.64	20-Nov-12	3472		PAYROLL
ASCE	245.00	26-Nov-12	3473	CYCLE 47	OTHER EXPENSES SUBSCRIPTIONS & MEMBERSHIPS
AVAYA	221.46	26-Nov-12	3474	2013 MEMBERSHIP DUES S. STANZIANIO 27322220876 ACCT 100372183	OTHER EXPENSES TELEPHONE
CENTRAL JERSEY HEALTH INS. FUND	19,245.55	26-Nov-12	3475	HEALTH COVERAGE NOVEMBER 2012	OTHER EXPENSES MEDICAL BENEFITS
ESRI, INC.	2,200.00	26-Nov-12	3476	92562184	OTHER EXPENSES SUBSCRIPTIONS & MEMBERSHIPS
HESS CORPORATION	11,806.58	26-Nov-12	3477	ES12648292 9/25/12- 10/24/12	OTHER EXPENSES ELECTRICITY
J C P & L	14,203.08	26-Nov-12	3478	95004127238 ACCT 20000127014	OTHER EXPENSES NATURAL GAS
MAACO AUTO PAINTING	601.65	26-Nov-12	3479	92325	OTHER EXPENSES GENERAL SUPPLIES
MAB PAINTS	646.58	26-Nov-12	3480	7778-7,7970-0	OTHER EXPENSES GENERAL SUPPLIES
NJ NATURAL GAS CO.	42.83	26-Nov-12	3481	ACCT#18-4684-2107-19 10/1/12-10/29/12	OTHER EXPENSES NATURAL GAS
SECARE, RYAN & HENSEL	2,000.00	26-Nov-12	3482	PROFESSIONAL SERVICES OCTOBER 2012	OTHER EXPENSES PROFESSIONAL SERVICES
U.S. POSTAL SERVICE	3,000.00	26-Nov-12	3483	POC ACCOUNT #59736945 SEWER/WATER	OTHER EXPENSES POSTAGE
VERIZON ONLINE	103.99	26-Nov-12	3484	ACCT 8168008541	OTHER EXPENSES ELECTRICITY

**TOTAL \$ 79,400.36**

DRAFT

SEWER OPERATING FUND BILL LIST

November 26, 2012

<u>VENDOR</u>	<u>Amount paid</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>Description</u>
TOWNSHIP OF MANCHESTER	22,528.27	20-Nov-12	2150	CYCLE 47	PAYROLL
CENTRAL JERSEY HEALTH INS. FUND	17,235.20	26-Nov-12	2151	HEALTH COVERAGE NOVEMBER 2012	OTHER EXPENSES MEDICAL BENEFITS
COYNE ENVIRONMENTAL	2,491.20	26-Nov-12	2152	889449	OTHER EXPENSES GENERAL SUPPLIES
HESS CORPORATION	619.26	26-Nov-12	2153	ES12648292 9/25/12- 10/24/12	OTHER EXPENSES ELECTRICITY
HYDRA-NUMATIC SALES CO.	1,750.86	26-Nov-12	2154	7138 EMERGENCY WORK RENAISSANCE PUMP ST, OTHER EXPENSES MAINTENANCE & REPAIR	OTHER EXPENSES MAINTENANCE & REPAIR
J C P & I	1,006.82	26-Nov-12	2155	95004127237 ACCT 200001127022	OTHER EXPENSES ELECTRICITY
LAKEHURST HARDWARE	18.27	26-Nov-12	2156	39342	OTHER EXPENSES GENERAL SUPPLIES
NJ NATURAL GAS CO.	58.54	26-Nov-12	2157	ACCT 22-0007-6866-15 9/29/12-10/29/12	OTHER EXPENSES NATURAL GAS
SECARE, RYAN & HENSEL	2,000.00	26-Nov-12	2158	PROFESSIONAL SERVICES OCTOBER 2012	OTHER EXPENSES PROFESSIONAL SERVICES
U.S. POSTAL SERVICE	3,000.00	26-Nov-12	2159	POC ACCOUNT #59736945 SEWER/WATER	OTHER EXPENSES POSTAGE

TOTAL 50,708.42

#12 - 337

**DRAFT**

**Dated November 26, 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	\$	58,367.53
Sewer Utility West	\$	36,271.41
Water Utility West Capital Fund	\$	-
Sewer Utility West Capital Fund	\$	-
	\$	<u>94,638.94</u>

CERTIFICATION:

\_\_\_\_\_  
Diane Lapp  
Chief Financial Officer

Signed: \_\_\_\_\_  
Craig Wallis  
Council President

\_\_\_\_\_  
Sabina T. Skibo  
Township Clerk

**DRAFT**

**UTILITY BILL LIST WEST ADDENDUM**

**Dated November 26, 2012**

**WATER WEST OPERATING**

PAYROLL WEEK ENDING 12/7/2012

0.00

**SEWER WEST OPERATING**

PAYROLL WEEK ENDING 12/7/2012

0.00

**WATER WEST CAPITAL**

0.00

**SEWER WEST CAPITAL**

0.00

Dated November 26, 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	28,468.23	20-Nov-12	20715	CYCLE 47	PAYROLL
CENTRAL JERSEY HEALTH INS. FUND	16,682.30	26-Nov-12	20716	HEALTH COVERAGE NOVEMBER 2012	OTHER EXPENSES MEDICAL BENEFITS
HENDERSON LABS	400.00	26-Nov-12	20717	44497	OPERATIONS GENERAL SUPPLIES
HESS CORPORATION	4,488.33	26-Nov-12	20718	ES12656054	OPERATIONS ELECTRICITY
J C P & L	3,325.53	26-Nov-12	20719	95004123143 ACCT 200001030002	OPERATIONS ELECTRICITY
KOKES ORGANIZATION	1,804.66	26-Nov-12	20720	DECEMBER 2012	OTHER EXPENSES RENTS
MGS	986.56	26-Nov-12	20721	14043,24804,15639	OPERATIONS GENERAL SUPPLIES
ONE CALL CONCEPTS, INC	79.20	26-Nov-12	20722	2095381	OTHER EXPENSES PROFESSIONAL SERVICES
SECARE, RYAN & HENSEL	2,000.00	26-Nov-12	20723	PROFESSIONAL SERVICES OCTOBER 2012	OTHER EXPENSES PROFESSIONAL SERVICES
VITAL COMMUNICATIONS, INC.	132.72	26-Nov-12	20724	V51818,51934,51962	OPERATIONS GENERAL SUPPLIES

\$ 58,367.53

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Dated November 26, 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	16,737.77	20-Nov-12	10258	CYCLE 47	PAYROLL
CENTRAL JERSEY HEALTH INS. FUND	9,276.75	26-Nov-12	10259	HEALTH COVERAGE NOVEMBER 2012	OTHER EXPENSES MEDICAL BENEFITS
COOPERATIVE COMMUNICATIONS	85.16	26-Nov-12	10260	732-350-6822	OPERATIONS GENERAL SUPPLIES
FORKED RIVER DIESEL	950.00	26-Nov-12	10261	EMERGENCY REPAIR	OTHER EXPENSES MAINT & REPAIR
J C P & L	3,630.08	26-Nov-12	10262	95004123142 ACCT 200001029038	ELECTRIC
KOKES ORGANIZATION	601.56	26-Nov-12	10263	DECEMBER 2012	OTHER EXPENSES RENTS
NARDINI BROS. SOUTH, INC.	2,010.81	26-Nov-12	10264	16412, LIFT STATION 1 CEDAR GLEN	OTHER EXPENSES MAINT & REPAIR
SECARE, RYAN & HENSEL	2,000.00	26-Nov-12	10265	PROFESSIONAL SERVICES OCTOBER 2012	OTHER EXPENSES PROFESSIONAL SERVICES
VERIZON	706.58	26-Nov-12	10266	VARIOUS ACCTS. --ALARMS	TELEPHONE
VITAL COMMUNICATIONS, INC.	272.70	26-Nov-12	10267	V51685	OTHER EXPENSES FORMS

TOTAL \$ 36,271.41

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#12-026

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
MAKING THE PROVISIONS OF SUBTITLE ONE  
OF TITLE 39 WITH VARIOUS TRAFFIC REGULATIONS  
APPLICABLE TO CRESTWOOD VILLAGE CO-OP THREE  
AND REGULATING THE USE OF SAID ROADWAYS, STREETS,  
DRIVEWAYS, AND PARKING LOTS BY MOTOR VEHICLES**

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

That N.J.S.A. 39:5A-1 permits written requests to a municipality for the provisions of subtitle 1, Title 39 of the Revised Statutes be applicable to the semipublic or private roads, streets, driveways, trails, terraces, bridle paths, parkways, parking areas, or other roadway open to or used by the public, tenants, employees, and the members of such institutions for purposes of vehicular travel by permission of such persons, corporations or institutions and not as matter of public right.

**BE IT FURTHER ORDAINED** that Crestwood Village Co-Op Three, Inc. has filed said written consent with the Township of Manchester that the provisions of Title 39 of the Revised Statutes of New Jersey be made applicable to Crestwood Village Co-Op Three, located in the Township of Manchester, County of Ocean.

**BE IT FURTHER ORDAINED** that the provisions of Title 39 shall be enforceable in their entirety at Crestwood Village Co-Op Three pursuant to the written request made.

**BE IT FURTHER ORDAINED** that the aforesaid request for enforcement shall be approved by the Commissioner of Transportation.

**BE IT FURTHER ORDAINED** that all ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**BE IT FURTHER ORDAINED** that 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.

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**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, State of New Jersey, on the 26th day of November, 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 Municipal Building at 6:00 P.M. on December 10, 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.

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**Sabina T. Skibo, RMC**  
Township Clerk

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY, REQUIREING CRIMINAL HISTORY  
BACKGROUND CHECKS FOR EMERGENCY SERVICE/PUBLIC SAFETY VOLUNTEERS, AND  
ESTABLISHING THE PROCEDURES FOR THE PROCESSING OF CRIMINAL HISTORY  
BACKGROUND CHECKS**

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

**SECTION 1.** In order to ensure that the Township of Manchester and its volunteer organizations are protected, the Township shall require that a criminal history background check be performed on all applicants seeking a position as an Emergency Service/Public Safety Volunteer, beginning January 1<sup>st</sup>, 2013.

**SECTION 2.** Definitions: As used in this ordinance, the following words shall have the following meaning:

**“Emergency Service/Public Safety Volunteer”** means any person who is applying for or performing a public safety task in an unpaid position for a state, county, or municipal criminal justice agency, fire department, or first aid squad. These tasks are defined as public safety functions normally conducted by paid criminal justice agencies, fire departments or first aid squads, which are now being accomplished by unpaid volunteers. This also includes members of the Domestic Violence Response Team (DVRT), Community Emergency Response Team (CERT) and the Auxiliary Police.

**“Criminal History Background Check”** shall mean a determination of whether a person has a criminal record by cross-referencing that person’s name and fingerprints with those on file with the Federal Bureau of Investigation, and the New Jersey State Police, State Bureau of Identification. (SBI)

**“Department”** shall mean the Department of Public Safety

**“Division”** shall mean the Division of Police

**“Review Committee or Committee”** shall mean a five (5) member Committee consisting of the appointed Council member, the Township Administrator, the Chief of Police, the Emergency Management Coordinator and an appointed staff member of the Division of Police. The Committee shall be charged with the review of all appeals by any Emergency Service/Public Safety Volunteer whose criminal history background check reveals a disqualifying criminal conviction.

**SECTION 3.** Requests for Criminal History background checks; Costs.

- a. All Emergency Service/Public Safety Volunteers in the Township of Manchester as specified above, in sponsored positions or organizations, shall be subject to a criminal history background check.

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- b. The Division of Police shall only conduct a criminal history background check upon receipt of the written application and release, which will be completed by the Emergency Service/Public Safety applicant.
- c. The Township of Manchester shall bear any cost associated with conducting a criminal history background check in accordance with the fees established by the State Bureau of Identification in the Division of State Police and in accordance with N.J.S.A. 53:1-20.6(b) and N.J.A.C. 13:59.
- d. The Division of Police shall inform the respective agency, fire department or first aid squad as to whether the person's criminal history background check reveals a conviction of a disqualifying crime or offense. All information received by the Division of Police shall remain confidential.
- e. Any person who, by virtue of their occupation, is required by the statute to undergo a Federal and State criminal history background check similar in nature to the requirements contained herein, and who can provide proof of the results of such background check, is exempt from the requirement hereunder, unless twelve (12) months has elapsed since the most current criminal history background check.

**SECTION 4.** Conditions under Which a Person is disqualified from Service.

- a. A person may be disqualified from serving as a volunteer of a Township organization if that person's criminal history background check reveals a record of conviction of any of the following crimes and/or offenses:
  - 1. In New Jersey, any crime or disorderly person offense:
    - a. Involving danger to the person, meaning those crimes and disorderly persons offenses as set forth in Chapter 11 of Title 2C, such as criminal homicide; Chapter 12 of Title 2C, such as assault, reckless endangerment, threats, stalking; Chapter 13 of Title 2C, such as kidnapping; Chapter 14 of Title 2C, such as sexual assault; or Chapter 15-1 of Title 2C, such as robbery.
    - b. Against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in Chapter 24 of Title 2C, such as endangering the welfare of a child;
    - c. Involving theft as set forth in chapter 20 of Title 2C of the New Jersey Statutes;
    - d. Involving any controlled dangerous substance or controlled substance analog as set forth in Chapter 35 of Title 2C of the New Jersey Statutes except paragraph (4) of subsection of N.J.S.A. 2C:35-10.
    - e. Any conviction or violation of N.J.S.A. 2C:33-3 (False Public Alarms).
    - f. Any conviction of a crime as defined in N.J.S.A. 2C:1-4a, or a felony or misdemeanor under Federal law.
    - g. Convictions of offenses involving moral turpitude, including but not limited to theft, fraud, controlled substances, or crimes of violence within the previous ten (10) years.

2. In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly person offenses described in this section.

**SECTION 5. Submission, Exchange of Background Information**

- a. Prospective or current volunteers shall submit their written application and release to the Manchester Township Division of Police, or its designee, for the criminal history background check to be performed. The Chief of Police shall coordinate the background check and refer the information to the State Police and FBI for the initial check.
- b. The Manchester Township Division of Police shall act as a clearinghouse for the collection and dissemination of information obtained as a result of conducting criminal history background checks pursuant to this subsection.

**SECTION 6. Limitations on Access and Use of Criminal History Record Information.**

- a. Access to criminal history record information for non-criminal justice purposes, including licensing and employment, is restricted to the Division of Police and members of the Review Committee, as authorized by Federal or State Statute, Rules or Regulations, Executive Order, Administrative Code, local ordinance or resolution regarding obtaining and disseminating criminal history information obtained under this subsection.
- b. The Division of Police and members of the Review Committee shall limit their use of criminal history information solely for the purpose for which it was obtained, and criminal history information shall not be disseminated to persons or organizations not authorized to receive the records. Any person violating Federal or State Regulations governing access to criminal history record information may be subject to criminal and/or civil penalties.

**SECTION 7. Challenge of Accuracy or Report.**

- a. If a criminal history record may disqualify an Emergency Service/Public Safety Volunteer for any purpose, the Division of Police shall notify the applicant, and afford them the opportunity to correct and/or challenge the accuracy of the information contained in the criminal history record. The Emergency Service/Public Safety Volunteer shall be afforded a reasonable period of time to correct and complete this record. A person is not presumed guilty of any charges or arrests for which there are no final dispositions indicated on the record.
- b. If the Emergency Service/Public Safety Volunteer challenges the record and/or requests consideration under paragraph (c) of this section, the Review committee shall be promptly notified and provided with the criminal history information which reveals the disqualifying conviction, and any and all relative information which supports the applicants' position. The Review Committee shall have thirty (30) days

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from the receipt of this information to review and cite the reasons for approving or denying the applicants appeal.

c. Notwithstanding the provision of section 4 of this ordinance, no person shall be disqualified from serving as an Emergency Service/Public Safety Volunteer on the basis of any conviction disclosed by a criminal history background check, if the person can affirmatively demonstrate rehabilitation to the Review Committee. In determining whether a person has affirmatively demonstrated rehabilitation, the Review Committee shall consider the following factors:

1. The nature and responsibility of the position which the convicted person would hold or has held, as the case may be;
2. The circumstances under which the offense occurred;
3. The nature and seriousness of the offense;
4. The date of the offense;
5. The age of the person when the offense was committed;
6. Whether the offense was an isolated or repeated incident;
7. Any social conditions which may have contributed to the offense; and
8. Any evidence of rehabilitation, including good conduct in prison or the community, counseling or psychiatric treatment, received acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the person under their supervision.
9. The Review Committee shall promptly advise the Manchester Township Division of Police, in writing, if a current or prospective employee or volunteer whose criminal history record background check reveals a disqualifying offense has affirmatively demonstrated rehabilitation under this subsection.
10. When the Review Committee determines that the person has affirmatively demonstrated rehabilitation under this act, the Review Committee may file that written notification with the Manchester Township Division of Police.
11. The Manchester Township Division of Police shall keep the written notification on file for three (3) years from the date it was issued.
12. A current or prospective Emergency Service/Public Safety Volunteer shall not be required to submit to another criminal history record background check if such written notification was issued within the past twelve (12) months.

**SECTION 8.** Volunteer organizations, who fail to comply with this ordinance, may be subject to the withholding of funds, and/or prohibited from the use of Township facilities, Township owned vehicles and/or equipment.

**SECTION 9.** All ordinances or parts of ordinances inconsistent here within are hereby repealed to the extent of such inconsistency.

**SECTION 10.** 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.

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## 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 26th day of November, **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 December 10, 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.

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Sabina T. Skibo, RMC  
Township Clerk



**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING  
AND SUPPLEMENTING THE SALARY RANGES AND POSITIONS  
OF BARGAINING UNIT EMPLOYEES**

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

**Section 1.** The salaries for the job titles listed below are as follows:

<u>POSITIONS (Bargaining Unit Employees)</u>	<u>SALARY RANGE</u>
Administrative Assistant	\$20,000 - \$45,000
Administrative Assistant – Utilities	\$20,000 - \$45,000
Accountant	\$30,000 - \$50,000
Accounts Manager	\$25,000 – \$40,000
Accounts Processor	\$28,000 – \$45,000
Accounts Supervisor	\$31,000 – \$50,000
Animal Control Officer	\$30,000 - <del>\$45,000</del> <u>\$50,000</u>
Animal Control Officer - Part-time	\$12.50/hr - \$17.50/hr
Assessing Clerk	\$20,000 - \$35,000
<del>Chief Dispatcher</del> <u>Communications Supervisor</u>	\$35,000 - <del>\$60,000</del> <u>\$70,000</u>
Clerk/Typist	\$19,000 - \$29,000
Clerk/Typist P/T	\$10.00/hr - \$17.00/hr
Collector of Utility Revenues	\$10,000 - \$30,000
Construction Inspector	\$25,000 - \$40,000
Construction Official	\$40,000 - \$80,000
Deputy Assessor	\$37,000 - <del>\$57,000</del> <u>\$60,000</u>
Deputy Court Administrator	\$31,000 - \$47,000
Deputy Director of Senior & Social Services	\$35,000 - <del>\$45,000</del> <u>\$47,000</u>
Deputy Director of Public Works	\$50,000 - <del>\$85,000</del> <u>\$87,000</u>
Deputy Tax Collector	\$38,000 - <del>\$64,000</del> <u>\$68,000</u>
Director of Division of Data Processing	\$40,000 - <del>\$60,000</del> <u>\$75,000</u>
Director of Senior and Social Services	\$55,000 - <del>\$70,000</del> <u>\$72,000</u>
Dispatcher	\$27,500 - <del>\$40,000</del> <u>\$60,000</u>
Dispatcher - Part-time	\$10.00/hr - \$20.00/hr
Executive Secretary/Office Manager	\$30,000 - \$55,000
Field & Meter Service Worker	\$21,000 - <del>\$45,000</del> <u>\$47,000</u>
Fire Inspector - UFC	\$10,000 - \$35,000
Fire Inspector – UFC- P/T	\$16.00 - \$30.00/hr
General Foreman	\$30,000– <del>\$65,000</del> <u>\$68,000</u>
General Foreman – Utilities	\$30,000 – <del>\$55,000</del> <u>\$60,000</u>
Heavy Equip Operator/Truck Driver	\$32,000 - <del>\$61,000</del> <u>\$64,000</u>
Heavy Equip Operator/Truck Driver/Carpenter	\$32,000 - \$55,000
Information Technology Director – Police Dept.	\$35,000 - \$60,000
Inspector UCC	\$30,000 – \$55,000
Inspector UCC – Part-time	\$16.00/hr - \$30.00/hr
Lt. Equip/Truck Driver/Laborer	\$26,000 - <del>\$57,000</del> <u>\$60,000</u>

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Maintenance Worker	\$26,000 - <del>\$30,000</del> <u>\$32,000</u>
Maintenance Worker – Part-Time	\$7.25/hr - \$15.00/hr
Management Information Systems Specialist Senior	\$35,000 - <del>\$60,000</del> <u>\$70,000</u>
Management Information Systems Specialist	\$25,000 - <del>\$40,000</del> <u>\$42,000</u>
MIS Specialist - Part-time	\$17.00 – 30.00/hr
Meter Reader/Maintenance Worker	\$21,000 - \$35,000
Mechanic - Senior	\$35,000 - <del>\$55,000</del> <u>\$58,000</u>
Mechanic	\$30,000 - \$50,000
Office Manager	\$25,000 - <del>\$49,000</del> <u>\$53,000</u>
Office Manager – Utilities	\$25,000 - \$45,000
Para-professional	\$21,000 - <del>\$30,000</del> <u>\$32,000</u>
Para-professional - Part-time	\$7.25/hr - \$15.00/hr
Principal Assessing Clerk	\$25,000 - <del>\$51,000</del> <u>\$55,000</u>
Principal Project Engineer	\$40,000 - <del>\$70,000</del> <u>\$75,000</u>
Principal Tax Clerk	\$28,000 - <del>\$44,000</del> <u>\$48,000</u>
Project Engineer	\$30,000 - \$53,000
Property Inspector - Part-time	\$15.00/hr - \$25.00/hr
Property Inspector/Senior Clerk	\$20,000 - \$40,000
Receptionist/Clerk Typist	\$20,000 - \$35,000
Receptionist/ Secretary	\$20,000 - \$35,000
Recycling Coordinator	\$2,500
Right To Know Coordinator/Safety Coordinator	\$30,000 – \$75,000
Secretary	\$25,000 - \$55,000
Secretary Clerk - Part-time	\$10.00/hr – \$17.00/hr
Secretary – Office of Legislative Services	\$25,000 - \$35,000
Senior Accountant	\$35,000 - \$45,000
Senior Assessing Clerk	\$20,000 - \$37,000
Senior Court Administrator	\$25,000 - \$49,000
Senior Dispatcher	\$30,000 - \$50,000
Senior Outreach Case Worker	\$32,000 - \$43,000
Senior Outreach Coordinator	\$24,000 - \$35,000
Senior Secretary	\$25,000 - \$40,000
Senior Tax Clerk	\$25,000 - \$40,000
Sign/Light Equip/Truck Drive/Laborer	\$26,000 - \$40,000
Subcode Official - UCC	\$40,000 - \$80,000
Subcode Official – UCC – P/T	\$7.25/hr – \$37.50/hr
Supervisor	\$35,000 - <del>\$65,000</del> <u>\$70,000</u>
Supervising Engineer	\$50,000 - <del>\$78,000</del> <u>\$83,000</u>
Tax Clerk	\$20,000 - \$30,000
Tax Collector	\$45,000 - \$80,000
Technical Assistant – Utilities	\$35,000- \$50,000
Utility Operations Supervisor	\$35,000 - \$85,000
Violations Clerk	\$20,000 - \$46,000
Violations Clerk - Part-time	\$7.25/hr - \$15.00/hr
<u>Zoning Officer/Code Enforcement Officer</u>	<u>\$40,000 - \$80,000</u>
Zoning Officer – Part-time	\$10.00/hr - \$25.00/hr

**Section 2.** In addition to the base salary, there shall be longevity as follows:

**EMPLOYEES HIRED PRIOR TO JANUARY 1, 1996**

<u>UPON COMPLETION OF</u>	<u>% OF BASE SALARY</u>
Five years of continuous service	1.5%
Seven years of continuous service	2%
Ten years of continuous service	3%
Fifteen years of continuous service	5%
Seventeen years of continuous service	6.75%
Twenty years of continuous service	7.50%
Twenty-five years of continuous service and thereafter	10%

**EMPLOYEES HIRED AFTER JANUARY 1, 1996**

<u>UPON COMPLETION OF</u>	<u>% OF BASE SALARY</u>
Ten years of continuous service	2.50%
Fifteen years of continuous service	5%
Twenty years of continuous service	7.50%
Twenty-five years of continuous service and thereafter	10%

**Section 3.** The salaries for the job titles listed below are as follows:

<u>POSITION</u>	<u>SALARY RANGE</u>
Camp Counselors	\$7.25/hr-\$12.00/hr
Summer Supervisors	\$10.00/hr - \$16.00/hr
Camp Director	\$3,500 - \$8,000
Pre-School Director	\$1,500 - \$3,000
Bus Driver	\$10.00/hr-\$20.00/hr
Arts and Crafts Director	\$2,000 - \$5,000
Beach Attendants	\$7.25/hr - \$10.00/hr
Lifeguard with WSI	\$8.00/hr - \$16.00/hr
Lifeguard	\$9.00/hr - \$15.00/hr
Head Lifeguard	\$10.00/hr - \$15.00/hr
Recreation Coordinator	\$13.00/hr - \$15.00/hr
Recreation Leader	\$7.25/hr -\$9.00/hr
Recreation Instructor	\$7.25/hr -\$15.00/hr.
Lake Supervisor	\$20.00/hr - \$28.00/hr.
Badge Seller	\$7.25/hr - \$12.00/hr
Assistant Director	\$3,500 - \$8,000
Assistant Pre-School Director	\$1,500 - \$3,000
Senior Counselor	\$8.00/hr - \$15.00/hr
Instructor	\$8.00/hr - \$15.00/hr
Specialty Instructor	\$15.00/hr-\$40.00/hr.
Physical Education Director	\$2,000 - \$4,500

**Section 4.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 5.** 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 **13<sup>th</sup> of November, 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 Municipal Building at 6:00 p.m. on **November 26, 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.

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

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AMENDING AND SUPPLEMENTING SALARY  
RANGES AND POSITIONS OF NON –BARGAINING UNIT EMPLOYEES**

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

**Section 1.** The positions and annual salary ranges, hereinafter enumerated, in the Township of Manchester, County of Ocean, are hereby adopted in accordance with the following tables:

<u>POSITION (Non-Bargaining Unit Employees)</u>	<u>SALARY RANGE</u>
Administrative Assistant (Part Time)	\$10.00 - \$20.00 per hour
Administrative Assistant	\$30,000 - \$50,000
Assistant Municipal Clerk	\$25,000 - \$40,000
Business Administrator	\$80,000 - \$125,000
Chief Engineer	\$75,000 - <del>\$125,000</del> <u>\$135,000</u>
Chief of Police	\$119,500 - <del>\$170,000</del> <u>\$172,000</u>
Comptroller	\$40,000 - \$65,000
Court Administrator	\$40,000 - <del>\$65,000</del> <u>\$88,000</u>
Deputy Emergency Management Coordinator	\$2,000
Deputy Registrar of Vital Statistics	\$250 - \$2,500
Deputy Township Clerk	\$35,000 - \$55,000
Deputy Treasurer	\$35,000 - \$50,000
Director, Dept. of Inspections, Land Use & Planning	\$50,000 - \$90,000
Director of Finance/Chief Financial Officer	\$60,000 – \$115,000
Director of Public Works	\$70,000 - <del>\$140,000</del> <u>\$145,000</u>
Director of Recreation	\$45,000 - \$70,000
Emergency Management Coordinator	\$5,000
Executive Secretary	\$30,000- \$55,000
General Manager\Utility Operations	\$85,000 – <del>\$120,000</del> <u>\$125,000</u>
Mayor	\$15,000 - <del>\$43,000</del> <u>\$45,000</u>
Municipal Court Judge	\$35,000 - \$60,000
Municipal Housing Liaison	\$4,000 - \$10,000
Public Safety Director	\$ 500 - \$ 1,500
Purchasing Agent/Personnel Officer	\$40,000 - \$76,000
Registrar of Vital Statistics	\$ 500 - \$ 5,000
Tax Assessor	\$45,000 - <del>\$80,000</del> <u>\$87,000</u>
Township Clerk	\$40,000 - <del>\$76,000</del> <u>\$85,000</u>
Township Council	

- Upon election or appointment until ~~June 30~~ December 31 of the following year \$8,000 - \$11,500
- ~~July 1 – June 30~~ January 1 – December 31 in the 2<sup>nd</sup> year after election or appointment \$9,000 - \$12,500
- ~~July 1 – June 30~~ January 1 – December 31 in the 3<sup>rd</sup> and subsequent years after election or appointment \$10,000 - \$13,500

- Township Council President : Base + \$2,500
- Township Council Vice President : Base + \$1,500
- Beginning July 1, 2009, each Councilperson/Mayor who shall have completed the third and subsequent years after election or appointment, shall receive a base wage increase equal to the Annual Social Security Cost of Living Allowance and January 1<sup>st</sup> each subsequent year.

Veterans Coordinator \$5,000

**Section 2.** In addition to the base salary, there shall be longevity as follows:

**EMPLOYEES HIRED PRIOR TO JANUARY 1, 1995**

<u>UPON COMPLETION OF</u>	<u>% OF BASE SALARY</u>
Five years of continuous service	1.5%
Seven years of continuous service	2%
Ten years of continuous service	3%
Fifteen years of continuous service	5%
Seventeen years of continuous service	6.75%
Twenty years of continuous service	7.50%
Twenty-five years of continuous service	10%

**EMPLOYEES HIRED AFTER JANUARY 1, 1995**

<u>UPON COMPLETION OF</u>	<u>% OF BASE SALARY</u>
Ten years of continuous service	2.50%
Fifteen years of continuous service	5%
Twenty years of continuous service	7.50%
Twenty-five years of continuous service	10%

**Section 3.** The following positions shall be excluded from the longevity schedule in Section 2 of this Ordinance: Municipal Court Judge, Chief of Police, Public Safety Director, Township Council and Mayor.

**Section 4.** All ordinance or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 5.** 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 13<sup>th</sup> day of November, 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 November 26, 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.

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

**R E S O L U T I O N**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
AUTHORIZING A DEDICATION BY RIDER FOR SNOW REMOVAL**

**WHEREAS, N.J.S.A. 40a4-39** provides for the anticipation and expenditures of certain items of dedicated revenues which are not subject to reasonable accurate estimate in advance; and

**WHEREAS, P.L. 2001, c 138** permits municipalities to lapse unexpended balances budgeted annually for snow removal: and

**WHEREAS, N.J.S.A. 40A:4-39** also provides that such anticipation and expenditures of dedicated revenue is subject to the approval of the Director of the Division of Local Government Services; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, that the Director of the Division of Local Government Services in the Department of Community Affairs, be and is hereby requested to give written consent to the insertion, under the dedication by rider in the Budget for CY2013 of the following:

**SNOW REMOVAL TRUST**

**BE IT FURTHER RESOLVED**, that two certified copies of this resolution be furnished to the Director of the Division of Local Government Services in the Department of Community Affairs, and

**BE IT FINALLY RESOLVED**, that a certified copy of this Resolution be forwarded to the following:

- A. Chief Financial Officer;
- B. Township Auditor;
- C. Business Administrator

**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 26th day of November 2012.

\_\_\_\_\_  
Sabina T. Skibo, RMC  
Township Clerk

**DRAFT**

**#12-339**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE TAX COLLECTOR  
TO CANCEL TAXES AS TO BLOCK 75.05 LOT 3  
FOR A TOTALLY DISABLED VETERAN**

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

1. That the Tax Collector is hereby authorized to cancel taxes for Block 75.05 Lot 3, in the amount of \$ 5,256.67 for 2012, as Joseph Giallanza, 6 Springdale Road, Whiting, NJ 08759 became a Totally Disabled Veteran on June 18, 2011. That the Tax Collector is hereby authorized to refund taxes in the amount of \$ 4,004.36 for the year of 2012.
2. That the Tax Collector is hereby authorized to cancel taxes in the amount of \$2,741.21 for 2011, and refund taxes in the amount of \$2,741.21.
3. That the Tax Collector is hereby authorized to cancel taxes for the year 2013.
4. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Tax Collector
  - B. Tax Assessor
  - C. Chief Financial Officer
  - D. Joseph Giallanza

**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 on the 26th day of November, 2012.

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



**#12-340**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE TAX COLLECTOR  
TO CANCEL TAXES AS TO BLOCK 61.10 LOT 157  
FOR A TOTALLY DISABLED VETERAN**

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

1. That the Tax Collector is hereby authorized to cancel taxes for Block 61.10 Lot 157, in the amount of \$ 4,067.28 for 2012, as Terence Juliano, 18 Saxony Circle, Manchester, NJ 08759 became a Totally Disabled Veteran on February 1, 2012. That the Tax Collector is hereby authorized to refund taxes in the amount of \$ 3,106.18 for the year of 2012.
2. That the Tax Collector is hereby authorized to cancel taxes for the year 2013.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:

- A. Tax Collector
- B. Tax Assessor
- C. Chief Financial Officer
- D. Terence Juliano

**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 on the 26th day of November, 2012.

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

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE TAX COLLECTOR  
TO CANCEL TAXES AS TO BLOCK 75.140 LOT 8  
FOR A TOTALLY DISABLED VETERAN**

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

1. That the Tax Collector is hereby authorized to cancel taxes for Block 75.140 Lot 8, in the amount of \$ 917.20 for 2012, as Wilfred Mitchell, 5 Norwood Court, Whiting, NJ 08759 became a Totally Disabled Veteran on August 31, 2012. That the Tax Collector is hereby authorized to refund taxes in the amount of \$ 297.06 for the year of 2012.
2. That the Tax Collector is hereby authorized to cancel taxes for the year 2013.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:

- A. Tax Collector
- B. Tax Assessor
- C. Chief Financial Officer
- D. Wilfred Mitchell

**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 on the 26th day of November, 2012.

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

**#12-342**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE TAX COLLECTOR  
TO CANCEL TAXES AS TO BLOCK 61.13 LOT 427  
FOR A TOTALLY DISABLED VETERAN**

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

1. That the Tax Collector is hereby authorized to cancel taxes for Block 61.13 Lot 427, in the amount of \$ 3,011.08 for 2012, as Ernest Perri, 6 Arcadia Drive, Manchester, NJ 08759 became a Totally Disabled Veteran on June 8, 2012. That the Tax Collector is hereby authorized to refund taxes in the amount of \$ 1,953.82 for the year of 2012.
2. That the Tax Collector is hereby authorized to cancel taxes for the year 2013.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:

- A. Tax Collector
- B. Tax Assessor
- C. Chief Financial Officer
- D. Ernest Perri

**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 on the 26th day of November, 2012.

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

**#12-343**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE TAX COLLECTOR  
TO CANCEL TAXES AS TO BLOCK 71.01 LOT 58  
FOR A TOTALLY DISABLED VETERAN**

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

1. That the Tax Collector is hereby authorized to cancel taxes for Block 71.01 Lot 58, in the amount of \$ 952.33 for 2012, as Raymond Quesnel, 29 Ascot Lane, Whiting, NJ 08759 became a Totally Disabled Veteran on June 29, 2012. That the Tax Collector is hereby authorized to refund taxes in the amount of \$ 483.62 for the year of 2012.
2. That the Tax Collector is hereby authorized to cancel taxes for the year 2013.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:

- A. Tax Collector
- B. Tax Assessor
- C. Chief Financial Officer
- D. Raymond Quesnel

**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 on the 26th day of November, 2012.

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

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY, ESTABLISHING  
CERTAIN FEES FOR RECREATION THEATER TRIPS**

**WHEREAS**, Manchester Township Ordinance #09-003 authorizes the Township Council to establish certain fees for recreational activities by resolution; and

**WHEREAS**, the Recreation Office Manager has informed the Township Council that the following activities have been scheduled by the Township:

**Hunterdon Hills Playhouse:**

Tues., Feb. 19, 2013      "Butterflies are Free"  
\$71.00 (bus, lunch, ticket)  
\$50.50 (without bus)

**Hunterdon Hills Playhouse:**

Tues., April 23, 2013      "Wake Up, Darling"  
\$71.00 (bus, lunch, ticket)  
\$50.50 (without bus)

**Hunterdon Hills Playhouse:**

Mon., Aug. 19, 2013      "Great American Song Book 4"  
\$75.00 (bus, lunch, ticket)  
\$55.50 (without bus)

**Hunterdon Hills Playhouse:**

Wed., Nov. 20, 2013      "Playhouse Christmas 2013"  
\$79.00 (bus, lunch, ticket)  
\$58.50 (without bus)

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey that the Township Clerk shall forward a certified copy of this resolution to the following:

- A. Recreation Office Manager
- B. Chief Financial Officer
- C. Township Auditor

**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 26th day of November, 2012.

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

#12-345

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY, REFUNDING  
OVERPAYMENT OF A PERMIT FEE  
TO GEORGE LABOY FOR 1841 4<sup>TH</sup> AVE., BLOCK 1.81 LOT 26**

**WHEREAS**, a permit fee for a gas conversion was heretofore posted with the Township by George Laboy, 1841 4<sup>th</sup> Ave., Manchester, New Jersey for a gas conversion from propane to natural gas; and,

**WHEREAS**, under the date of November 19, 2012, Marianne Borthwick, Office Manager for the Manchester Township Bureau of Inspections advised Mr. Laboy overpaid the fee and did recommend the refund of said overpayment of gas conversion permit fee; 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. That the overpayment of the gas conversion permit fee in the amount of \$150.00 be and hereby is authorized to be refunded.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Marianne Borthwick
  - B. George Laboy  
1841 4<sup>th</sup> Ave.  
Toms River, NJ 08757
  - C. 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 on the **26<sup>th</sup> day of November 2012**.

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

#12-346

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING ACCEPTANCE OF A GRANT AWARD  
THROUGH THE OFFICE OF SENIOR SERVICES**

**WHEREAS**, the Ocean County Board of Chosen Freeholders has informed the Township Council of the Township of Manchester that there is available grant funding through the Ocean County Office of Senior Services; and,

**WHEREAS**, the Division of Senior and Social Services for the Township of Manchester wishes to apply for funding in the amount of \$25,000.00; and,

**WHEREAS**, the Township Council of the Township of Manchester believes that the programs provided by the Township are extremely valuable to the residents and worthy of assistance from the Board of Chosen Freeholders; and,

**WHEREAS**, the Township Council of the Township of Manchester has reviewed the application for the Ocean County Office of Senior Services funding and approves the request.

**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 application for the Ocean County Office of Senior Services funding be and is hereby authorized.
2. That the Mayor is authorized to execute and the Clerk at attest to any and all documentation necessary with respect to the funding application aforesaid.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Mayor;
  - B. Business Administrator;
  - C. Chief Financial Officer;
  - D. Division of Senior & Social Services;
  - E. Ocean County Board of Chosen Freeholders

**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 on the 26<sup>th</sup> day of November, 2012.

\_\_\_\_\_  
Sabina T. Skibo, RMC  
Township Clerk

#12-347

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING ACCEPTANCE OF A GRANT AWARD  
THROUGH THE OFFICE OF SENIOR SERVICES**

**WHEREAS**, the Ocean County Board of Chosen Freeholders has informed the Township Council of the Township of Manchester that a grant award is available through the Ocean County Office of Senior Services; and,

**WHEREAS**, the Division of Senior and Social Services for the Township of Manchester has applied for funding in the amount of \$ 110,100.00; and,

**WHEREAS**, the Township Council of the Township of Manchester believes that the programs provided by the Township are extremely valuable to the residents and worthy of assistance from the Board of Chosen Freeholders; and,

**WHEREAS**, the Township Council of the Township of Manchester has reviewed the grant award agreement for the Ocean County Office of Senior Services funding and agrees with the terms of same.

**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 grant agreement for the Ocean County Office of Senior Services funding be and is hereby authorized.
2. That the mayor is authorized to execute and the Clerk to attest to any and all documentation necessary with respect to the grant award aforesaid.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Business Administrator;
  - B. Chief Financial Officer;
  - C. Division of Senior & Social Services;
  - D. Ocean County Board of Chosen Freeholders.

**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 26<sup>th</sup> day of November, 2012.

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Sabina T. Skibo, RMC  
Municipal Clerk



**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR SHARED SERVICES WITH THE COUNTY OF OCEAN FOR DEBRIS REMOVAL**

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A-65-1 et. Seq. provides that a County may enter into Shared Services Agreements with other local units for certain governmental services; and,

**WHEREAS**, N.J.S.A. 40A:65-5 requires Shared Services Agreements to be authorized by Resolution; and,

**WHEREAS**, the County of Ocean wishes to provide assistance to all municipalities located in Ocean County in need of debris removal, debris monitoring and other related services; and,

**WHEREAS**, such services are available to the County under existing State Contracts with AshBritt, Incl. and V. Louis Berger Group, Inc. identified as State Contract Nos. AG063 and A80768; and,

**WHEREAS**, the Business Administrator of the Township of Manchester has advised that the Township is in need of such debris removal services; and,

**WHEREAS**, the Township Council of the Township of Manchester is satisfied with the recommendation of the Business Administrator.

**NOW THEREFORE BE IT RESOLVED** by the Township Council of the Township of Manchester the following:

1. The Mayor is authorized and the Clerk to attest to a Shared Services Agreement with the County of Ocean for debris removal services.
2. A fully executed copy of said Agreement shall be kept on file and be available for public inspection in the office of the Municipal Clerk.
3. A certified copy of this Resolution shall be forwarded to the following:
  1. Business Administrator
  2. C.F.O.
  3. Director of Public Works
  4. Ocean County Board of Chosen Freeholders

**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 26th day of November, 2012.

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Sabina T. Skibo, RMC  
Municipal Clerk