

**MANCHESTER TOWNSHIP  
MEETING MINUTES  
May 29, 2018**

The meeting of the Manchester Township Council was called to order at 6:00 p.m. by Council President Craig Wallis. The following statement was read by the Municipal Clerk:

“Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act, pursuant to P.L. 1975, Chapter 231. Said notice was advertised in the Asbury Park Press, Star Ledger 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	- present
Councilman James Vaccaro	- absent
Councilwoman Joan Brush	- present
Councilman Sam Fusaro	- present
Councilman Craig Wallis	- present

The Municipal Clerk noted for the record that also present were Angela Koutsouris-Zografos, Township Attorney, Diane Lapp, Chief Financial Officer, Andrew Zabiega, Auditor, Capt. Todd Malland, Lt. Robert Dolan and Mayor Kenneth Palmer.

**PROCLAMATIONS**

**Tick Awareness Month – June 2018**

The Clerk read a proclamation into the record proclaiming June 2018 as Tick Awareness Month. The proclamation was presented by Mayor Palmer to Marion Goldberg of the Master Gardeners’ of Ocean County.

**PRESENTATIONS**

**Marion Goldberg – Master Gardeners’ of Ocean County – Tick Awareness**

Ms. Goldberg gave a presentation on how to be aware of ticks and the potential dangers they may cause.

**Mayor Kenneth Palmer – Presentation of CY 2018 Budget**

The total 2018 Municipal Budget is \$35,039,021.85. There is an increase over last year of \$1,130,000. The Capital Improvement Fund will be raised from \$500,000.00 to \$1.1 million. This includes a new fire truck for the Whiting Fire Department and paving projects. Statutory obligations for PFRS and PERS have increased as well as salaries. The local levy is \$20,603,887.85. This is a decrease of \$566,000 from 2017 and a reduction to the municipal rate of 2.5 cents. There is a year-end surplus of \$7.5 million and \$3.3 million will be used toward the budget. The year 2018 will see many projected revenues to include Host Community Benefits of \$1,050,000, State Aid of \$3,217,467, Uniform Construction Code fees of \$1,001,700, Inspection fees of \$950,000, Municipal Court fees of \$400,000, Health Insurance Fund Refund of \$1,800,000 and Surplus of \$3,300,000. The Township’s surplus has increased since 2012 and is now roughly \$7.5 million dollars. The Township’s major expenses include Professionals at \$450,000 and Debt Service at \$1,881,429 among others. The Eastern and Western Utility Service Areas each have their own budget. Some upgrades to equipment and repairs are expected this year.

Budget highlights for 2018 include reduction of the local property tax levy, the lowest municipal tax rate since 2013, increased capital improvement account to \$1.1 million and a decrease in the average household municipal tax. The Township plans on continuing paving projects, park renovations, starting the year with a healthy surplus, continuing Manchester Day and a full slate of concerts and recreation programs. Senior Services will also be continued. Mayor Palmer concluded his presentation.

Council President asked if any members of the public had comments on the budget. This will now be considered the Public Hearing for the budget.

**Marion Goldberg – 17 Marlowe Ave.:** Ms. Goldberg questioned the CAP bank and asked if we could only carry three years. Mayor Palmer stated that the most recent three years will be kept and 2016 will be taken off the books. Council President Wallis said there would have to be a very drastic reason for us to use the CAP bank.

Seeing no further comments from the public, Mr. Wallis closed this portion of the budget hearing.

### **BUDGET ADOPTION**

#### **#18-198 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING READING THE CY2018 MUNICIPAL BUDGET AND AMENDMENT BY TITLE**

The above resolution was offered upon a motion by Councilman Fusaro, seconded by Councilwoman Brush and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

#### **#18-199 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING AMENDING THE CY2018 BUDGET**

The above resolution was offered upon a motion by Councilman Fusaro, seconded by Councilwoman Brush and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

#### **#18-200 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING ADOPTION OF THE CY 2018 BUDGET**

The above resolution was offered upon a motion by Councilwoman Brush, seconded by Councilman Fusaro and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

### **SUBMISSION OF BILLS**

**#18-201** - Authorizing payment of bills from the Current Fund in the amount of \$925,362.21 was offered by Councilman Fusaro, seconded by Councilman Frattini and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

**#18-202** - Authorizing payment of bills from the Eastern Service Area in the amount of \$480,608.71 was offered by Councilman Frattini, seconded by Councilman Fusaro and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

**#18-203** - Authorizing payment of bills from the Western Service Area in the amount of \$426,034.78 was offered by Councilwoman Brush, seconded by Councilwoman Frattini and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

**ORDINANCES – First Reading and Introduction**

**#18-012 - AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, CREATING AND SETTING THE SALARY RANGE FOR A NEW JOB TITLE - COMMAND SUPPORT ASSISTANT**

The above ordinance was offered upon a motion by Councilman Fusaro, seconded by Councilwoman Brush and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

**#18-013 - AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, CREATING AND SETTING THE SALARY RANGE FOR A NEW JOB TITLE – PART TIME PUBLIC SAFETY AIDE**

The above ordinance was offered upon a motion by Councilman Frattini, seconded by Councilman Fusaro and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

**#18-014 - 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**

The above ordinance was offered upon a motion by Councilman Fusaro, seconded by Councilman Brush and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; 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. Wallis asked if any member of Council had any comments on any item on the consent agenda. Seeing no comments from Council, Councilman Wallis asked if there were any comments from the public on any items on the consent agenda.

Seeing no comments from the public, Councilman Wallis closed this portion of the meeting.

**Resolutions #18-204 through #18-215 were considered routine by the Manchester Township Council and were enacted by one motion offered by Councilman Frattini, seconded by Councilman Fusaro and adopted by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.**

**A. FINANCE**

**#18-204 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY AUTHORIZING THE REFUNDS REQUESTED BY THE TAX COLLECTOR**

**B. CONTRACTS/AGREEMENTS**

**#18-205 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE TOWNSHIP OF MANCHESTER AND MARK WHITE, Ph.D. P.A.**

**C. GRANTS**

**#18-206 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING APPLICATION FOR A NEW JERSEY TRANSIT GRANT FOR SENIOR CITIZENS AND PERSONS WITH DISABILITIES**

**D. RECREATION**

**#18-207 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT WITH MANCHESTER TOWNSHIP SOCCER ASSOCIATION, INC. FOR USE OF THE SOCCER COMPLEX FOR VARIOUS RECREATIONAL ACTIVITIES**

**E. PURCHASING**

**#18-208 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, REPEALING RESOLUTION #18-164, AN INTERLOCAL SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF MANCHESTER AND THE MANCHESTER TOWNSHIP BOARD OF EDUCATION**

**#18-209 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE PURCHASE OF SERVICES FOR A PAVEMENT PROFILER, INCLUDING OPERATOR, ALL FUEL, AND GROUND PERSONNEL PRIOR TO PAVING OF VARIOUS TOWNSHIP ROADWAYS**

**#18-210 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING RESOLUTION #18-196 AUTHORIZING THE EXECUTION OF AN EXTRAORDINARY UNSPECIFIABLE SERVICE CONTRACT WITH CHER DEB ASSOCIATES, LLC FOR THE UPSIZING OF THE WATER LINE AND EXTENSION OF THE WATER MAIN OUTSIDE OF THE COUNTY RIGHT OF WAY (RETREAT DR. TO RIDGEWAY BLVD.)**

**F. BONDS/ESCROWS**

**#18-211 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, RELEASING A LETTER OF CREDIT POSTED BY BETTIO ENTERPRISES, LLC PENDING THE POSTING OF ADDITIONAL ESCROW AND REPLENISHMENT OF THE DEVELOPER'S CURRENT ESCROW ACCOUNT FOR A PROJECT KNOWN AS BLOCK 69 LOT 7 (2985 HWY 547)**

**#18-212 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, RELEASING A SEWER PERFORMANCE GUARANTEE PENDING THE POSTING OF A TWO YEAR MAINTENANCE GUARANTEE POSTED BY THE PULTE GROUP IN CONNECTION WITH THE LEISURE KNOLL PUMP STATION BLOCK 52.01 LOT 32**

**#18-213 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, RELEASING VARIOUS DEVELOPER'S ESCROWS & WATER AND SEWER ESCROWS POSTED BY BREEDERS WALK, LLC IN CONNECTION WITH BLOCK 66 LOT 1 (3213 HWY 547)**

**G. MISCELLANEOUS**

**#18-214 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE DISPOSITION OR SALVAGE OF FORFEITED/SEIZED PROPERTY IN THE POSSESSION OF THE TOWNSHIP AT AUCTION ON GOVDEALS.COM**

**#18-215 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, TO CREATE THE PLAN ENDORSEMENT CITIZEN'S ADVISORY COMMITTEE**

## REPORTS

**Mr. Frattini:** Mr. Frattini advised everyone to be aware of a scam that is going around. The scam involves someone calling and advising your loved one is in jail and you need to send money to get them out. They are attempting get your bank account information. He urged everyone to be alert and not to disclose any of your personal information.

**Mr. Fusaro: None**

**Mrs. Brush:** Mrs. Brush attended the LEAD graduation at Manchester Township Elementary School. This replaced the DARE program. It is a ten week program for the fifth graders. The children learn how to deal with peer pressure and make smart choices. Hopefully these choices will become their life skills and they will be better because of it. It is an excellent program run by the Police Department.

**Mr. Wallis:** Mr. Wallis attended the Veterans' Golf Tournament. He wanted to thank Marge Camposano and Lauren Frazee of the Mayor's office and Tracey Lynch of Recreation for all of their work. The tournament raised ten thousand dollars which will be used for the new Veterans' Memorial. A meeting was held with the Pine Ridge at Crestwood Association. It lasted about an hour and a half. Lines of communication were opened between management and the residents.

**Ms. Zografos:** Ms. Zografos said the budget adoption has to be re-done. After researching the statute, she advised that the budget amendment should be read in full.

**Ms. Skibo: None**

**Mayor Palmer:** Mayor Palmer explained that the new Veterans' Memorial will be in remembrance of soldiers who served in all wars. He thanked Diane Lapp for her hard work on the preparation of the budget.

**Ms. Lapp:** Ms. Lapp said the adopted budget would be available on the Township website, in the Clerk's Office and at the library.

At this time, the Clerk announced that the budget would be repealed so the amendment could be read in full as required by law.

**A motion was made by Councilwoman Brush, seconded by Councilman Fusaro to repeal Resolutions #18-199 and #18-200 and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.**

### **#18-217- RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING AMENDING THE CY2018 BUDGET**

The above resolution was offered upon a motion by Councilman Fusaro, seconded by Councilwoman Brush and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

### **#18-218 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING ADOPTION OF THE CY2018 BUDGET**

The above resolution was offered upon a motion by Councilwoman Brush, seconded by Councilman Frattini and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

**PUBLIC:**

**Vinny DeSimone - 64 Beaver Ave.:** Mr. DeSimone inquired about the status of a meeting between all of the other mobile home communities regarding rent stabilization. Mr. Wallis said after the meeting with the owners of Pine Ridge at Crestwood, everything was being worked out. Mr. DeSimone stated that the meeting he was referring to was for rent stabilization. Issues residents were having with the owners of the park was a whole different matter. Mr. Wallis feels they are all the same. Mr. DeSimone said you cannot talk to the owners about rent stabilization. Mr. Wallis said the Township is awaiting additional documentation from the owners of the park. Mr. DeSimone said residents are paying too much and something has to be done. Mr. DeSimone also questioned that when a house is sold, why can't the owners of the park advise the new owners to check to see if any outstanding water bills are owed on the property. Ms. Zografos explained that it is the buyer's responsibility to make sure that all charges are taken care of before the transaction is completed. The buyer must do their due diligence.

**EXECUTIVE SESSION**

**#18-216 - RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, IN ACCORDANCE WITH SECTION 2 OF THE OPEN PUBLIC MEETINGS ACT, CHAPTER 231, PUBLIC LAWS OF 1975**

The above Resolution was offered at 7:24 p.m. upon a motion by Mr. Fusaro seconded by Mrs. Brush and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

A motion to adjourn executive session at 8:53 p.m. was offered upon a motion by Mr. Wallis seconded by Mr. Fusaro and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

A motion to reconvene regular session at 8:58 p.m. was offered upon a motion by Mr. Wallis seconded by Mr. Fusaro and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea.

**ADJOURNMENT**

There being no further comments or business to come before Council at this time, the meeting was adjourned at 8:59 p.m. upon a motion by Councilman Wallis seconded by Councilman Fusaro and approved by the following roll call vote: Councilmembers Frattini, Brush, Fusaro and Wallis; yea

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Craig Wallis  
Council President

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Sabina T. Skibo, RMC  
Municipal Clerk

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Date Approved