

**MANCHESTER TOWNSHIP  
MEETING MINUTES  
May 11, 2020**

The meeting of the Manchester Township Council was called to order at 6:00 p.m. by Councilman Sam Fusaro. The following statement was read by Sabina T. Martin, 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 on all entrances to the Municipal Buildings, on Township Website, and Township Facebook page in accordance with A3850/S2294.”

**FLAG SALUTE**

**ROLL CALL**

The following roll call was taken by the Municipal Clerk:

Councilman Robert A. Hudak	- present
Councilman James Vaccaro	- present
Councilwoman Joan Brush	- present
Councilman Craig Wallis	- present
Councilman Sam Fusaro	- present

The Municipal Clerk noted for the record that also present were Business Administrator Donna Markulic, Township Attorneys Jerry Dasti and Martin Buckley, Mayor Palmer, Assistant Business Administrator Jim Gant, Data Processing Director Josh Schnoor as moderator, and Deputy Municipal Clerk Teri Giercyk.

**PROCLAMATIONS**

Multiple Sclerosis Awareness Day Proclamation read into the record by Municipal Clerk Sabina Martin.

Police Appreciation Week Proclamation read into the record by Municipal Clerk Sabina Martin.

Recognizing First Responders Proclamation read into the record by Municipal Clerk Sabina Martin.

Teacher Appreciation Week Proclamation read into the record by Municipal Clerk Sabina Martin.

Nurses Month Proclamation read into the record by Municipal Clerk Sabina Martin.

Mr. Fusaro commented that May 3 -9<sup>th</sup> is the 51<sup>st</sup> annual Municipal Clerks' Week

**APPROVAL OF MINUTES**

The regular meeting minutes of April 20, 2020 was offered upon a motion by Councilman Wallis, seconded by Councilman Fusaro and approved by the following roll call vote: Councilmembers Hudak, Vaccaro, Brush, Wallis, and Fusaro; yea.

The special meeting minutes of May 1, 2020 was offered upon a motion by Councilman Hudak, seconded by Councilman Wallis and approved by the following roll call vote: Councilmembers Hudak, Wallis, and Fusaro; yea. Mr. Vaccaro and Mrs. Brush, abstain due to absence.

**SUBMISSION OF BILLS**

**#20-229-**Authorizing payment of bills from the Current Fund in the amount of \$9,931,106.67 was offered by Councilman Hudak, seconded by Councilman Wallis and approved by the following roll call vote: Councilmembers Hudak, Vaccaro, Brush, Wallis, and Fusaro; yea.

**#20-230-** Authorizing payment of bills from the Eastern Service Area in the amount of \$615,276.58 was offered by Councilman Fusaro, seconded by Councilman Vaccaro and approved by the following roll call vote: Councilmembers Hudak, Vaccaro, Brush, Wallis, and Fusaro; yea.

**#20-231 -** Authorizing payment of bills from the Western Service Area in the amount of \$437,930.74 was offered by Councilman Fusaro, seconded by Councilman Vaccaro and approved by the following roll call vote: Councilmembers Hudak, Vaccaro, Brush, Wallis, and Fusaro; yea.

**ORDINANCES – First Reading and Introduction**

**#20-012 AN ORDINANCE AUTHORIZING THE SALE OF LOT 42 IN BLOCK 1.77 IN THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, PURSUANT TO N.J.S.A. 40A:12-1 et seq. (1409 Fourth Avenue)**

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

**#20-013 AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, FOR CALENDAR YEAR 2020, TO EXCEED THE MUNICIPAL BUDGET COST OF LIVING ALLOWANCE AND TO ESTABLISH A CAP BANK PURSUANT TO N.J.S.A. 40A:4-45.14**

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

**#20-014 AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 245 OF THE TOWNSHIP CODE OF THE TOWNSHIP OF MANCHESTER, ENTITLED “LAND USE AND DEVELOPMENT”**

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

Councilman Fusaro asked if any member of Council had any comments on these Resolutions. Seeing no comments from Council, Councilman Fusaro asked if there were any comments from the public.

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

**Resolutions #20-232 through #20-249, were considered routine by the Manchester Township Council and were enacted by one motion offered by Councilman Hudak, seconded by Councilwoman Brush and adopted by the following roll call vote: Councilmembers Hudak, Vaccaro, Brush, Wallis, and Fusaro; yea.**

**B. FINANCE**

**#20-232 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING AFFORDABILITY ASSISTANCE GRANT WITH THE OWNER OF AN AFFORDABLE HOUSING UNIT LOCATED AT BIRCHWOOD AT WHITING**

**#20-233 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING AFFORDABILITY ASSISTANCE GRANT WITH THE OWNER OF AN AFFORDABLE HOUSING UNIT LOCATED AT BIRCHWOOD AT WHITING**

**#20-234 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING AFFORDABILITY ASSISTANCE GRANT WITH THE OWNER OF AN AFFORDABLE HOUSING UNIT LOCATED AT BIRCHWOOD AT WHITING**

**#20-235 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE TAX COLLECTOR TO CANCEL TAXES AS TO BLOCK 109.01, LOT 39 (106 WOODSIDE LANE) FOR A WIDOW OF A TOTALLY DISABLED VETERAN**

- #20-236 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE TAX COLLECTOR TO CANCEL TAXES AS TO BLOCK 38.27, LOT 481.03 (481C WINFIELD COURT) FOR A TOTALLY DISABLED VETERAN
- #20-237 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE TAX COLLECTOR TO CANCEL TAXES AS TO BLOCK 60.08, LOT 4 (2484 HOLLY HILL ROAD) FOR A TOTALLY DISABLED VETERAN
- #20-238 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY AUTHORIZING THE REFUNDS REQUESTED BY THE TAX COLLECTOR
- #20-239 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING REMOVAL OF OPEN TAXES FOR PROPERTY OWNED BY TOWNSHIP
- #20-240 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, WAIVING MANCHESTER DAY VENDOR FEES FOR 2020
- #20-241 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, TO APPROVE THE SELF-EXAMINATION OF THE CALENDAR YEAR 2020 BUDGET AS ALLOWED BY NJSA 40A:4-78b AND N.J.A.C 5:30-7.2 THROUGH 7.5
- #20-242 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE TAX COLLECTOR TO PROCESS THIRD QUARTER "ESTIMATED" TAX BILLS, DUE AUGUST 1, 2020

#### **B. CONTRACTS/AGREEMENTS**

- #20-243 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, ACCEPTING AND AUTHORIZING EXECUTION OF FIFTH AMENDMENT TO LEASE AGREEMENT WITH NEW CINGULAR WIRELESS PCS, LLC, CONCERNING THE CELLULAR TOWER LEASE AT THE WATER TOWER LOCATED ON PLYMOUTH DRIVE, IN WHITING, NEW JERSEY

#### **C. MUNICIPAL CLERK**

- #20-244 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, WAIVING DOG LICENSE LATE FEES FOR 2020 LICENSE YEAR

#### **D. GRANTS**

- #20-245 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY AUTHORIZING APPLICATION FOR (SAFER) STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT

#### **F. PURCHASING**

- #20-246 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE AWARD OF BID # 20-06 EMERGENCY CONTRACTING SERVICES TO CREST CONSTRUCTION GROUP
- #20-247 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE ADOPTION OF A PURCHASING MANUAL TO ESTABLISH THE PURCHASING POLICY AND PROCEDURES FOR THE TOWNSHIP OF MANCHESTER
- #20-248 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE

**OF NEW JERSEY, AUTHORIZING THE SERVICE AGREEMENT WITH MOTOROLA SOLUTIONS THROUGH NEW JERSEY STATE CONTRACT 83909/ T0109**

**#20-249 RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE AWARD OF A REQUIRED DISCLOSURE CONTRACT WITH TAYLOR MADE CABINETS FOR KITCHEN CABINET AND TABLE BASE INSTALLATION AT MANCHESTER TOWNSHIP EMERGENCY MEDICAL SERVICES BUILDING**

**REPORTS:**

**Mr. Hudak:** Mr. Hudak wished everyone a Happy Mother's Day. He stated that he will be reaching out to the Governor's office to investigate the COVID 19 cases in our nursing homes. Attended the Planning Board meeting on May 4<sup>th</sup> two applications were approved, and a resolution authorizing s Maser to investigate Driving Range Property as an area in need of redevelopment.

**Mrs. Brush:** No report.

**Mr. Wallis:** No report.

**Mr. Vaccaro:** Mr. Vaccaro thanked everyone for condolences for the passing of this brother, it was deeply appreciated. Thank you to Mayor and Council for the five proclamations, and for the Municipal Clerk week comments made by Council President. He encouraged Council to consider a ban on vaping, and the growth/distribution/selling of marijuana in Manchester Township.

**Mr. Fusaro:** Mr. Fusaro commented on the Township EMS statistics for the first two months. The EMS division has a great response time of an average of seven minutes. He thanked all the departments and Chief of Police. Registration for the recreations programs is now being done online, but the Township is not accepting payment at this time. Mr. Fusaro wanted to correct a comment he made at the last meeting. Pam from Cedar Glen West inquired about the cell tower. He clarified that the tower is actually a little further from her location as her originally thought, and apologized for the incorrect information. Mr. Fusaro asked Donna Markulic for the average cell tower distance

**Mayor Palmer:** Mayor Palmer mentioned recreation programs and which ones we will be able to have and not. He stated that a more detailed decision will be made within the week.

**Mrs. Martin:** Mrs. Martin commented that May 6<sup>th</sup> is the Hindenburg anniversary. She wanted to inform the public of the meeting dates for June have changed back to two; June 8<sup>th</sup> and 22<sup>nd</sup>. The Census is underway and New Jersey's average is 60.4%. Manchester Township's response rate is at 72.4%, which is very good and please continue to complete your Census responses. The Primary Election has moved to July 7<sup>th</sup>, and more details to come regarding the election. Dog licenses renewal starts June 1<sup>st</sup>, and SDL portal will be up and running by the end of the week. Please wait until June 1<sup>st</sup> to submit renewal, a letter to go out to the public. Mrs. Martin appreciates Council on waiving late fees, but please keep in mind a valid rabies is still required. We will update and information regarding free rabies clinic when information becomes available.

**Mrs. Markulic:** Mrs. Markulic stated that she will get the information requested by Mr. Fusaro, no other report.

**Mr. Gant:** Donna Markulic and he have been very active with the Municipal Managers Association during the pandemic; they supply a lot of information.

**Mr. Dasti:** No report.

**PUBLIC:**

**Elisha Ashley 21 Arden drive:** Ms. Ashley inquired about the letter regarding total assessed property rate and if the rate was still going to decrease in be in effect in July.

Mr. Fusaro commented that the new assessment will start in August or the 3<sup>rd</sup> quarter.

Mayor Palmer commented that new tax rate would not be known until we finalize the budget, tax rate will go down, and it is forth coming.

**No further public comment.**

**EXECUTIVE SESSION**

**#20-250 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**

A motion to enter into Executive Session at 6:52 p.m. was made by Councilman Hudak, seconded by Councilwoman Brush and approved by the following roll call vote: Councilmembers Hudak, Vaccaro, Brush, Wallis, and Fusaro; yea.

The Executive Session was adjourned at 8:47 p.m. upon a motion by Councilman Vaccaro, seconded by Councilwoman Brush and approved by the following roll call vote: Councilmembers Hudak, Vaccaro, Brush, and Wallis; yea. Mr. Fusaro, absent.

A motion to reconvene into Regular Session at 8:51 p.m. was made by Councilman Hudak, seconded by Councilman Vaccaro and approved by the following roll call vote: Councilmembers Hudak, Vaccaro, and Wallis; yea. Mr. Fusaro and Mrs. Brush; absent.

**ADJOURNMENT**

There being no further comments or business to come before Council at this time, the meeting was adjourned at 8:52 p.m. upon a motion by Councilman Hudak seconded by Councilman Vaccaro and approved by the following roll call vote: Councilmembers Hudak, Vaccaro, and Wallis; yea. Mr. Fusaro and Mrs. Brush; absent.

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Sam Fusaro  
Council President

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Sabina T. Martin, RMC  
Municipal Clerk

6/8/2020  
Date Approved