



**MANCHESTER TOWNSHIP  
COUNCIL MEETING AGENDA  
JUNE 25, 2012  
6:00 P.M.**

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. **MINUTES** – April 23, 2012 & May 14, 2012 meeting minutes
6. **CORRESPONDENCE** – Sale of \$595,000 Township of Manchester Emergency Notes
7. **SUBMISSION OF BILLS:**

#12-175	Current Fund
#12-176	Water & Sewer Fund
#12-177	Water & Sewer West Fund
8. **ORDINANCES: Second Reading, Public Hearing & Final Action**

#12-015	Amending Chapter 245 – Cluster Lots, Special Meeting Fees, Expiration of Zoning Permits
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9. **ORDINANCES: Introduction & First Reading**

#12-016	Amending Chapter 245 – Board of Adjustment Appeals
#12-017	Amending Chapter 7 – Traffic – Repealing Parking Prohibitions
#12-018	Amending 424 – Vehicle Parking & Storage
10. **RESOLUTIONS: CONSENT AGENDA**

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

**A, FINANCE**

- |         |   |
|---------|---|
| #12-178 | Refunds Requested by the Tax Collector                        |
| #12-179 | Removal of Open Taxes for Township Owned Property             |
| #12-180 | Approving Temporary Municipal Budget                          |
| #12-181 | Approving Temporary Water Utility Budget                      |
| #12-182 | Approving Temporary Sewer Utility Budget                      |
| #12-183 | Approving Temporary Water Utility Western Service Area Budget |
| #12-184 | Approving Temporary Sewer Utility Western Service Area Budget |
| #12-185 | Authorizing Budget Cancellations for Current Fund             |
| #12-186 | Authorizing Budget Cancellations for Utility Fund             |
| #12-187 | Authorizing Appropriation Transfers for SFY 2012 Budget       |
| #12-188 | Adopting a Cash Management Plan                               |
| #12-189 | Fixing Rates on Delinquent Taxes                              |
| #12-190 | Fixing Rates on Delinquent Utility Payments                   |
| #12-191 | Re-establishing Petty Cash Fund                               |
| #12-192 | Authorizing Tax Collector to Conduct a Municipal Lien Sale    |

- #12-193 Authorizing Returned Check Fee by Collector
- #12-194 Authorizing Acceptance of the ACH for Real Estate Taxes/Utility Charges
- #12-195 Authorizing the Tax Collector to Cancel Taxes Less than \$1.00
- #12-196 Authorizing Refund for Permit Fees for 1550 Harrison Avenue

#### **B. APPOINTMENTS/CONTRACTS**

- #12-197 Appointing a Township Auditor – Samuel Klein & Co.
- #12-198 Approving a Contract/Appointment of Township Attorney – Steven Secare
- #12-199 Approving a Contract/Appointment of Utilities Attorney –Charles E. Starkey
- #12-200 Approving a Contract/Appointment of Bond Counsel – Gluck Walrath, LLP
- #12-201 Approving a Contract/Appointment of Township Engineer – T & M Assoc.
- #12-202 Approving a Contract/Appointment of Township Planner – Thomas Planning Associates, LLC
- #12-203 Approving a Contract/Appointment of Township Physician – Vincent J. Vivona, D.O.
- #12-204 Consenting to the Appointment of Municipal Court Judge Daniel F. Sahin
- #12-205 Approving a Contract/Appointment of Municipal Prosecutor - Valter H. Must
- #12-206 Approving a Contract/Appointment of Municipal Public Defender – Robert E. Ulaky
- #12-207 Approving a Contract/Appointment of Conflict Public Defender – Charles P. Tivenan
- #12-208 Consenting to Reappointment of Deputy Tax Assessor – Raymond Hall
- #12-209 Approving a User Agreement with Verizon
- #12-210 Authorizing Contract for Maintenance Agreement for Mitchell Humphrey Software – BOI
- #12-211 Authorizing Extension of Agreement with Alternative Micrographics for Microfilming

#### **C. PURCHASING**

- #12-212 Authorizing Disposition of Recovered Property on GovDeals

#### **D. BONDS/ESCROW**

- #12-213 Authorizing Expiration of Maintenance Bond for Amsterdam Avenue Extension
- #12-214 Authorizing Expiration of Maintenance Bond for Whiting Commons Shopping Center

#### **E. LICENSING**

- #12-215 Approving Renewal of Plenary Retail Consumption License for AMRS Liquor Holdings
- #12-216 Approving Campground License for Surf & Stream Campground

#### **F. MISCELLANEOUS**

- #12-217 Establishing Council Meeting Dates
- #12-218 Approving a Contract/Appointment of Municipal Prosecutor – Steven A. Zabarsky

- 11. **REPORTS**
- 12. **PUBLIC COMMENT**
- 13. **ADJOURNMENT**

Dated June 25, 2012

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

**DRAFT**

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	\$	832,338.08
Capital Fund	\$	34,220.68
Escrows	\$	10,818.02
Animal Control Fund	\$	1,047.40
Drug Enforcement Fund	\$	-
N.J. Unemployment Trust	\$	-
Public Assistance Discretionary Trust	\$	-
Public Assistance Trust Fund I	\$	
Municipal Alliance Discretionary Trust	\$	1,550.00
Manchester Day Trust Fund	\$	6,000.00
Public Defender Trust Fund	\$	-
Recreation Trust Fund	\$	-
Open Space Trust Fund	\$	4,250.00
Recreation Capital Trust Fund	\$	
Sinking Fund	\$	
	\$	<u><u>890,224.18</u></u>

CERTIFICATION:

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Diane Lapp  
Chief Financial Officer

Signed: 

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Craig Wallis  
Council President

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Sabina T. Skibo  
Township Clerk

BILL LIST ADDENDUM

Dated June 25, 2012

**DRAFT**

CAPITAL FUND

\$

CURRENT FUND

PAYROLL WEEK ENDING 07/06/2012

SPECIAL ESCROW TRUST FUND

PAYROLL WEEK ENDING 07/06/2012

Manchester Township Off-Duty 06/21/2012

T & M Associates - Developers Escrow

Chk #1963

5,393.27

Chk #1964

5,424.75

\$ 10,818.02

ANIMAL CONTROL FUND

\$

DRUG ENFORCEMENT TRUST FUND

\$

N.J. UNEMPLOYMENT TRUST FUND

\$

PUBLIC ASSISTANCE TRUST FUND II

\$

PUBLIC ASSISTANCE DISCRETIONARY TRUST FUND

\$

PUBLIC ASSISTANCE TRUST FUND I

\$

MUNICIPAL ALLIANCE DISCRETIONARY TRUST FUND

\$

MANCHESTER DAY TRUST FUND

\$

OPEN SPACE TRUST FUND

\$

PUBLIC DEFENDER TRUST FUND

\$

SINKING FUND

\$

## CURRENT FUND BILL LIST

June 25, 2012

DRAFT

VENDOR	AMOUNT		Check Number	Date	Invoice	DESCRIPTION
	PAID					
OCEAN COUNTY BOARD OF REALTORS	270.00		45157	13-Jun-12		OFFICE OF THE TAX ASSESSOR EDUCATION & SEMINARS
ALL TIME TIRE	74.00		45159	25-Jun-12		DIV OF CENTRAL MAINT MAINT & REPAIR
ALLAIRE ENTERPRISES OF NJ	101.00		45160	25-Jun-12	27159,27155	COUNCIL-OE
ALLDATA	1,500.00		45161	25-Jun-12	1200379	STREETS GENERAL SUPPLIES
AMERICAN RECREATIONAL PRODUCTS	2,505.00		45162	25-Jun-12	20115515	DIV OF LAKES, PARKS & PLAY MAINT & REPAIR
AMERICAN WEAR	752.76		45163	25-Jun-12	5318	SENIOR OUTREACH OTHER SERVICES
ASBURY PARK PRESS	368.00		45164	25-Jun-12	360313	OFFICE OF THE CLERK ADVERTISING
AUTO ZONE	778.49		45165	25-Jun-12		DIV OF CENTRAL MAINT MAINT & REPAIR
BACK HARBOR MARINE, INC.	350.00		45166	25-Jun-12	ORDINANCES 12-012,-013,-014,-010,-015 PO#45860-1116917097,1116925959	RECREATION-OE SUMMER CAMP
BROADVIEW NETWORKS	5,005.46		45167	25-Jun-12	DEPOSITS FOR WHALE WATCHING CRUISES 7/25,7/26	TELEPHONE-OE
CDWG	590.00		45168	25-Jun-12	14437972	DIVISION OF STREETS OTHER SERVICES
CEDAR GLEN HOMES	10,041.66		45169	25-Jun-12	L076360	CONDO SERVICES ACT OTHER EXPENSE
CF ASSOCIATES	250.00		45170	25-Jun-12	2012-013	FINANCE COMPUTER SOFT/HARDWARE
CHERRY VALLEY TRACTOR SALES	31.76		45171	25-Jun-12	68808B	DIV OF CENTRAL MAINT MAINT & REPAIR
CONTRACTOR SERVICE	5,385.28		45172	25-Jun-12	B16487	DIVISION OF STREETS MAINT & REPAIR
CORONATO, BRADY & KUNZ, P.C.	1,666.66		45173	25-Jun-12		MUNICIPAL PROSECUTOR-OE OTHER EXPENSES
COTTRELL GRAPHICS, LLC	89.77		45174	25-Jun-12	PROSECUTOR SERVICES MAY 2012	ADMINISTRATION OFFICE SUPPLIES
D & M FIREWORKS	4,000.00		45175	25-Jun-12	512-64	RECREATION-OE OTHER SERVICES
DE LAGE LANDEN	190.00		45176	25-Jun-12	FIREWORKS DISPLAY 6/30/2012	ADMINISTRATION RENTS
DIANE LAPP, PETTY CASH CUSTOD	107.03		45177	25-Jun-12	13763401	ADMINISTRATION TRAVEL
DIVISION OF CRIMINAL JUSTICE A	150.00		45178	25-Jun-12	REIMBURSE/CLOSE OUT PETTY CASH	POLICE EDUCATION & SEMINARS
DOWNNS FORD, INC.	2,477.70		45179	25-Jun-12	INTERNAL AFFAIRS POLICY & PROCEDURES COURSE	DIV OF CENTRAL MAINT MAINT & REPAIR
FEDERAL EXPRESS	138.06		45180	25-Jun-12	220922	ADMINISTRATION POSTAGE
FERGUSON ENTERPRISES	25,829.08		45181	25-Jun-12	7-864-21411,7-879-59635	RESERVE-DOE GRANT
GENERAL CODE	7,883.43		45182	25-Jun-12	3193437	CLERK-OE
GENERAL SALES ADMINISTRATION	19,400.74		45183	25-Jun-12	C0008035	POLICE PROFESSIONAL SERVICES
GILBERT LOPEZ	550.00		45184	25-Jun-12	73789	SENIOR OUTREACH CAPITAL EXPENDITURES
HUNTER JERSEY PETERBILT	19.33		45185	25-Jun-12	22254	DIV OF CENTRAL MAINT MAINT & REPAIR
I.A.C.P.NET	1,100.00		45186	25-Jun-12	5-221510003	POLICE PROFESSIONAL SERVICES
INNOVATIVE DATA SOLUTIONS, INC	3,916.00		45187	25-Jun-12	18253	POLICE MEMBERSHIP & SUBSCRIPTION
J C P & L	22,785.09		45188	25-Jun-12	4721	STREET LIGHT-OE
JAROTH, INC	273.84		45189	25-Jun-12	MASTER ACCT#20000021788 INV9500389989	TELEPHONE-OE
JERRY'S AUTO BODY, LLC	50.00		45190	25-Jun-12	393696 PAY PHONE HARRY WRIGHT LAKE	DIVISION OF STREETS OTHER SERVICES
JERSEY ELEVATOR COMPANY	1,001.89		45191	25-Jun-12	002737	DIV OF BUILDINGS & GROUNDS OTHER SERVICES
JOHNNY ON THE SPOT, INC.	520.00		45192	25-Jun-12	124899	LAKES OTHER SERVICES
LA GUARDIA ASSOCIATES	10,750.00		45193	25-Jun-12	V-1129340,V-1129344	RECREATION-OE OTHER SERVICES
LAKEHURST LAWNMOWER	111.93		45194	25-Jun-12	DEPOSIT 6750.00/CONCERT 6/30 4000	DIVISION OF STREETS MAINT & REPAIR
LAURA WILMOTH	289.20		45195	25-Jun-12	13563,11535,11711,11496	INSURANCE-GROUP MEDICARE
LAWSON PRODUCTS	572.41		45196	25-Jun-12	2ND QTR. MEDICARE REIMBURSEMENT 4/1-6/30/12	STREETS GENERAL SUPPLIES
LOWES	1,518.16		45197	25-Jun-12	9300773683	POLICE OFFICE SUPPLIES
MAACO AUTO PAINTING	1,410.84		45198	25-Jun-12	2885,2145	DIV OF CENTRAL MAINT MAINT & REPAIR
MAB PAINTS	941.17		45199	25-Jun-12	91608	STREETS GENERAL SUPPLIES
MARIANNE BORTHWICK	210.50		45200	25-Jun-12	2972-1	MUNI ALLIANCE GRANT
MARINE RESCUE PRODUCTS, INC	103.00		45201	25-Jun-12	MUN. ALL. COORDINATOR SALARY MAY 2012	RECREATION-OE SUMMER CAMP
MICROMEDIA PUBLICATIONS, INC.	105.00		45202	25-Jun-12	25810A	OFFICE OF THE CLERK ADVERTISING
NFPA	855.00		45203	25-Jun-12	ELECTION(PETITION)	DIV OF CODE ENFORCEMENT MEMBERSHIP & SUBSCRIPTIONS

## CURRENT FUND BILL LIST

June 25, 2012

DRAFT

VENDOR	AMOUNT		Check Number	Date	Invoice		DESCRIPTION
	PAID						
NJ DIV OF ALCOHOLIC BEV CONTROL	39.00		45204	25-Jun-12	432		OFFICE OF THE CLERK FORMS & STATIONARY
NJSLOW	128.00		45205	25-Jun-12		ID#12M-9000 8 SUBSCRIPTION RENEWALS	OFFICE OF THE COUNCIL MEMBERSHIPS & SUBSCRIPTIONS
OCEAN COUNTY BOARD OF HEALTH	829.00		45206	25-Jun-12		SERVICES RENDERED AT OCAF APRIL 2012	DIV OF ANIMAL CONTROL OTHER SERVICES
OCEAN COUNTY RECYCLING CENTER,	271.00		45207	25-Jun-12	395339		BUILDINGS & GROUNDS GENERAL SUPPLIES
ORIENTAL TRADING COMPANY	20.99		45208	25-Jun-12	650781602-01		ADMINISTRATION GENERAL SUPPLIES
PEDRONI FUEL CO.	14,738.87		45209	25-Jun-12	438206.438611		GASOLINE-OE
PERLMART OF MANCHESTER, INC.	26.94		45210	25-Jun-12	6590550627		ADMINISTRATION GENERAL SUPPLIES
PHYSICAL THERAPY SPORTS REHAB	900.00		45211	25-Jun-12		THESSA ANDROVETT, ALYSSA RUERUP	ADMINISTRATION
POLE TAVERN	557.86		45212	25-Jun-12	686353		DIV OF CENTRAL MAINT MAINT & REPAIR
POST MASTER - TOMS RIVER	6,850.00		45213	25-Jun-12		TO REPLENISH BULK MAIL METER #300 TAX BILLS	REV COLLECTION-OE
RED THE UNIFORM TAILOR INC.	1,065.75		45214	25-Jun-12	0A224679,798,798,797,795		POLICE UNIFORMS
RICHARD SAFERSTEIN, PH. D	500.00		45215	25-Jun-12	STATE VS. BRADBURY		MUNICIPAL COURT PROFESSIONAL SERVICES
ROTHSTEIN, MANDELL, STROHM &	1,666.66		45216	25-Jun-12	PROSECUTOR 5/1/12-5/31/12		MUNICIPAL PROSECUTOR-OE OTHER EXPENSES
RUTGERS, THE STATE UNIVERSITY	1,056.00		45217	25-Jun-12	REGISTRATION FEE, KUMITIS, ZSOLDOS		ADMINISTRATION EDUCATION & SEMINARS
SEASHORE AMUSEMENTS	3,395.00		45218	25-Jun-12	6/30/2012 HARRY WRIGHT LAKE		RECREATION-OE OTHER SERVICES
SPIKES NATIONAL FAMOUS AWARDS	15.00		45219	25-Jun-12	S1209778		ADMINISTRATION OFFICE SUPPLIES
STAPLES PRINT SOLUTIONS	1,128.00		45220	25-Jun-12	600/15496005		MUNICIPAL COURT FORMS & STATIONARY
STAPLES, INC.	856.71		45221	25-Jun-12	3176066288		OFFICE OF THE TAX ASSESSOR COMPUTER
T & M ASSOCIATES	5,838.80		45222	25-Jun-12	DAP211121		DIVISION OF ENGINEERING CERTIFICATES OF OCCUPANCY
THE VERDIN COMPANY	2,800.00		45223	25-Jun-12	26532		LAKES GENERAL SUPPLIES
TITAN, LLC	24.00		45224	25-Jun-12	417470,416399		DIVISION OF STREETS OFFICE SUPPLIES
TOWNSHIP OF MANCHESTER - NJ	30,000.00		45225	25-Jun-12	PAYOVER AS PER ADOPTED BUDGET		NJ UNEMPLOY TRUST-OE
TRANSPORT TRUCK & EQUIPMENT	313.82		45226	25-Jun-12	22226T,22001T		DIVISION OF STREETS MAINT & REPAIR
TRICO EQUIPMENT	5,413.29		45227	25-Jun-12	SF30739		DIVISION OF STREETS MAINT & REPAIR
U.S. MUNICIPAL SUPPLY	86.06		45228	25-Jun-12	6021053		DIV OF CENTRAL MAINT MAINT & REPAIR
U.S. MUNICIPAL SUPPLY, INC	1,043.75		45229	25-Jun-12	6020694		DIVISION OF STREETS MAINT & REPAIR
VERIZON	218.08		45230	25-Jun-12	ACCT#201743-639592946Y		TELEPHONE-OE
VERIZON WIRELESS	720.40		45231	25-Jun-12	6741085771, ACCT#822402721-001		TELEPHONE-OE
VINCENT G VFERDI	3,453.73		45232	25-Jun-12	RES# 12-138 REFUND FOR TOTALLY DISABLED VET		REFUND
VITAL COMMUNICATIONS, INC.	2,625.00		45233	25-Jun-12	V50285		REVENUE COLLECTION COMPUTER SOFT/HARDWARE
WB MASON	590.66		45234	25-Jun-12	105274793		OFFICE OF THE CLERK OFFICE SUPPLIES
WEB ALLIANCE INTERNATIONAL INC	3,680.00		45235	25-Jun-12	3127		DIVISION OF STREETS OTHER SERVICES
WIRELESS COMMUNICATIONS	1,029.09		45236	25-Jun-12	C15975 REPAIR OF PORTABLE RADIOS		POLICE OTHER SERVICES
ZEP MANUFACTURING CO.	593.40		45237	25-Jun-12	65145144		DIV OF CENTRAL MAINT MAINT & REPAIR
NATIONAL PARK SERVICE	30.00		45238	25-Jun-12	7/2/12 PARKING FEE		RECREATION-OE SUMMER CAMP
NATIONAL PARK SERVICE	30.00		45239	25-Jun-12	7/3/12 PARKING FEE		RECREATION-OE SUMMER CAMP
TOWNSHIP OF MANCHESTER	99,089.35		45240	25-Jun-12	GRANT-LABOR COSTS COLONIAL DR		LABOR
TOWNSHIP OF MANCHESTER	503,694.63		45241	19-Jun-12	CYCLE 25		PAYROLL

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**\$ 832,338.08**


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DRAFT

GENERAL CAPITAL FUND BILL LIST

June 25, 2012

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE#</u>
BSN SPORTS	2,867.46	06/25/12	2258	94514420
CUSTOM STEEL FABRICATION, INC.	586.00	06/25/12	2259	2149
DELL MARKETING LP	6,120.00	06/25/12	2260	XFRK742M9
FRANK MAZZA & SONS, INC.	1,578.58	06/25/12	2261	CG200887
O.C.SOIL CONSERVATION DISTRICT	435.00	06/25/12	2262	SCD#13684 WWII VETERAN'S MEM. PARK REVISIONS
OCEAN COMPUTER GROUP, INC.	8,000.00	06/25/12	2263	2610672M
OCEAN COUNTY RECYCLING CENTER,	272.16	06/25/12	2264	395541,396657,396730,396629
SEA BOX INC.	3,767.48	06/25/12	2265	SI06610
SUFFOLK REDI MIX	10,594.00	06/25/12	2266	143963,945,144132,108,308,227,425,515,458,047

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**TOTAL \$ 34,220.68**

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ANIMAL CONTROL TRUST FUND BILL LIST

June 25, 2012

**DRAFT**

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE#</u>
JAMES J. RICHE, DVM	850.00	6/25/2012	1854	2012 RABIES CLINIC
NEW JERSEY DEP OF HEALTH & SR2	23.40	6/25/2012	1855	THREE YEAR DOG LICENSES FOR MAY
OCEAN COUNTY BOARD OF HEALTH	174.00	6/25/2012	1856	SERVICES RENDERED AT OCAF APRIL 2012

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**TOTAL \$ 1,047.40**

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**MANCHESTER DAY TRUST FUND BILL LIST**

[illegible]

MUNICIPAL ALLIANCE TRUST FUND BILL LIST

June 25, 2012

DRAFT

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE#</u>
ALAN GARCIA	500.00	25-Jun-12	1331	SCHOLARSHIP MUN ALLIANCE AWARD 2012
ARTURO MELENDEZ	500.00	25-Jun-12	1332	SCHOLARSHIP MUN. ALLIANCE AWARD 2012
JESSICA PEDROZA	550.00	25-Jun-12	1333	T-SHIRT DESIGN CONTEST WINNER

TOTAL \$ 1,550.00

OPEN SPACE TRUST

June 25, 2012

DRAFT

<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>DATE</u>	<u>CHECK NUMBER</u>	<u>INVOICE#</u>
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BIRDSALL ENGINEERING, INC.

4250 25-Jun-12

39 187904,189665

TOTAL \$ 4,250.00

**Dated June 25, 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	\$	105,920.21
Sewer Utility	\$	82,148.60
Utility Escrow - Water	\$	4,098.09
Utility Escrow - Sewer	\$	4,079.12
Sewer Utility Capital Fund	\$	3,908.26
Water Utility Capital Fund	\$	<u>-</u>
	\$	<u><u>200,154.28</u></u>

**CERTIFICATION:**

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

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

Craig Wallis  
Council President

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

**UTILITY BILL LIST ADDENDUM**

**DRAFT**

**Dated June 25, 2012**

**WATER OPERATING**

PAYROLL WEEK ENDING 07/06/2012

**\$ -**

**SEWER OPERATING**

PAYROLL WEEK ENDING 07/06/2012

**\$ -**

**WATER UTILITY ESCROW**

Manchester Township Water Escrow Billing - Apr '12

Chk #1279

4,098.09

**\$ 4,098.09**

**SEWER UTILITY ESCROW**

Manchester Township Sewer Escrow Billing - Apr '12

Chk #1280

4,079.12

**\$ 4,079.12**

**WATER UTILITY CAPITAL FUND**

**\$ -**

**SEWER UTILITY CAPITAL FUND**

Manchester Township Sewer East Operating - Interest Turnover

Chk #1073

3,908.26

**\$ 3,908.26**

DRAFT

WATER OPERATING FUND BILL LIST

Dated June 25, 2012

<u>VENDOR</u>	<u>Amount paid</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>Description</u>
BUTLER OFFICE INTERIORS	6,455.03	25-Jun-12	3338	10590	OTHER EXPENSES OFFICE SUPPLIES
CIRCLE DODGE	118.40	25-Jun-12	3339	Feb-65	OTHER EXPENSES GENERAL SUPPLIES
COMCAST	189.73	25-Jun-12	3340	ACCT # 01620296502-01-3	OTHER EXPENSES TAXES & FEES
HENDERSON LABS	810.00	25-Jun-12	3341	37 LAB SAMPLING NOT COVERED BY BLANKE	OTHER EXPENSES GENERAL SUPPLIES
LAKEHURST HARDWARE	27.98	25-Jun-12	3342	Jun-37	OTHER EXPENSES GENERAL SUPPLIES
LOWES	219.55	25-Jun-12	3343	2331, 9823	OTHER EXPENSES GENERAL SUPPLIES
TOWNSHIP OF MANCHESTER	1,303.55	25-Jun-12	3344	MAY 2012 GASOLINE CONSUMPTION	OTHER EXPENSES GASOLINE
TRICO EQUIPMENT	5,413.29	25-Jun-12	3345	SF30739	OTHER EXPENSES MAINTENANCE & REPAIR
US POSTAL SERVICE	2,300.00	25-Jun-12	3346	MAILING CONSUMER CONFIDENTIAL REPORT	OTHER EXPENSES POSTAGE
VITAL COMMUNICATIONS, INC.	225.00	25-Jun-12	3347	V50285	OTHER EXPENSES OTHER SERVICES
WWSC-WATER WORKS SUPPLY CO.	2,459.36	25-Jun-12	3348	IF72048, IF72090	OTHER EXPENSES GENERAL SUPPLIES
TOWNSHIP OF MANCHESTER	36,398.32	19-Jun-12	3349	CYCLE 25	PAYROLL
MANCHESTER TOWNSHIP	50,000.00	25-Jun-12	3350	PAYOVER CAPITAL IMPROVEMENT FUND	CAPITAL PAYOVER

TOTAL \$ 105,920.21

DRAFT

SEWER OPERATING FUND BILL LIST

Dated June 25, 2012

<u>VENDOR</u>	<u>Amount paid</u>	<u>Date</u>	<u>Check Number</u>	<u>Invoice</u>	<u>Description</u>
BUTLER OFFICE INTERIORS	2,788.00	25-Jun-12	2087	10604	OTHER EXPENSES OFFICE SUPPLIES
J C P & L	1,419.29	25-Jun-12	2088	MASTER ACCT# 200001127022 INV#95003910424	OTHER EXPENSES ELECTRICTY
TOWNSHIP OF MANCHESTER	27,941.31	19-Jun-12	2089	CYCLE 25	PAYROLL
MANCHESTER TOWNSHIP	50,000.00	25-Jun-12	2090	PAYOVER CAPITAL IMPROVEMENT FUND	CAPITAL PAYOVER

TOTAL 82,148.60

# 12 - 177

**DRAFT**

**Dated June 25, 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	\$	38,582.38
Sewer Utility West	\$	359,915.59
Water Utility West Capital Fund	\$	-
Sewer Utility West Capital Fund	\$	-
	\$	<u>398,497.97</u>

CERTIFICATION:

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

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

Craig Wallis  
Council President

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



**UTILITY BILL LIST WEST ADDENDUM**

**DRAFT**

**Dated June 25, 2012**

**WATER WEST OPERATING**

PAYROLL WEEK ENDING 07/06/2012

0.00

**SEWER WEST OPERATING**

PAYROLL WEEK ENDING 07/06/2012

Ocean County Utilities Authority payable July 1st

349,380.00

349,380.00

**WATER WEST CAPITAL**

0.00

**SEWER WEST CAPITAL**

0.00

# DRAFT

Dated June 25, 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>
BOB'S HARDWARE	25.42	25-Jun-12	20608	26952997	OTHER EXPENSES MAINT & REPAIR
COOPERATIVE COMMUNICATIONS	170.38	25-Jun-12	20609	5/1/12, 6/1/12 ACCT# 732-350-6822	OTHER EXPENSES OTHER SERVICES
COTTRELL GRAPHICS, LLC	175.70	25-Jun-12	20610	312-67	OPERATIONS GENERAL SUPPLIES
CWR SECURITY	314.37	25-Jun-12	20611	R12826,R12798,R12800	OPERATIONS GENERAL SUPPLIES
E. RUNYON	420.00	25-Jun-12	20612	10376	OTHER EXPENSES OTHER SERVICES
HENDERSON LABS	285.00	25-Jun-12	20613	43887	OPERATIONS GENERAL SUPPLIES
J C P & L	14,957.49	25-Jun-12	20614	ACCT#100085145850	OPERATIONS ELECTRICITY
LOWES	276.49	25-Jun-12	20615	2233	OTHER EXPENSES PROFESSIONAL SERVICES
MODERN GAS	182.78	25-Jun-12	20616	1515	OPERATIONS GENERAL SUPPLIES
STEVENSON SUPPLY CO.	615.72	25-Jun-12	20617	461173	OPERATIONS GENERAL SUPPLIES
TRICO EQUIPMENT	5,413.28	25-Jun-12	20618	SF30739	OTHER EXPENSES MAINT & REPAIR
VITAL COMMUNICATIONS, INC.	338.40	25-Jun-12	20619	V50154	OTHER EXPENSES OTHER SERVICES
WB MASON	336.35	25-Jun-12	20620	I05405827	OPERATIONS GENERAL SUPPLIES
TOWNSHIP OF MANCHESTER	15,071.00	19-Jun-12	20621	CYCLE 25	PAYROLL

\$ 38,582.38

DRAFT

Dated June 25, 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>
J C P & L	1,923.59	25-Jun-12	10209	MASTER ACCT#200001029038 INV#95003606432	ELECTRIC
TOWNSHIP OF MANCHESTER	8,612.00	19-Jun-12	10210	CYCLE 25	PAYROLL
TOTAL	<u>\$ 10,535.59</u>				

**#12-015**

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,  
STATE OF NEW JERSEY AMENDING CHAPTER 245 OF THE CODE OF THE  
TOWNSHIP OF MANCHESTER ENTITLED LAND USE AND DEVELOPMENT**

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

**SECTION 1**

**PURPOSE:** The purpose of this Ordinance is to amend Chapter 245, Land Use and Development, of the Code of the Township of Manchester: (1) to incorporate minor amendments to Ordinance 11-025 adopted November 28, 2011 by Manchester Township related to cluster lots sizes within the Pinelands PFA-R and PFA-S zones; (2) to establish a special meeting fee in the Township Fee Schedule (§245-12); and (3) Set an expiration date of one (1) year for the issuance of zoning permits.

**SECTION 2**

Article IV, Zoning, §245-33C(1), PFA-S Pinelands Forest Area Sending, Section C(1)(b)[4][a], is hereby amended to read as follows:

- (b) Single-family residential dwelling units. Clustering of the permitted single-family dwellings shall be required whenever two or more units are proposed as part of a residential development. The following standards shall apply:

[1]-[3] No change.

[4] Development within the residential cluster shall be designed as follows:

- [a] Residential lots shall be a minimum of one (1) acre in size within a PFA-S Zone ~~and a minimum of 40,000 square feet within a PFA-R Zone~~ but may be larger if dictated by unusual site conditions. In no case shall the average size of residential lots within a cluster exceed 1.1 acres;

[b]-[e] No change.

[5] No change.

**SECTION 3**

Article IV, Zoning, §245-33D(1), PFA-R Pinelands Forest Area Receiving, Section §245-32D(1)(b)[4][a], is hereby amended to read as follows:

- (b) Single-family residential dwelling units. Clustering of the permitted single-family dwellings shall be required whenever two or more units are proposed as part of a residential development. The following standards shall apply:

[1]-[3] No change.

[4] Development within the residential cluster shall be designed as follows:

- [a] Residential lots shall be a minimum of 44,000 square feet in area, ~~but may be larger if dictated by unusual site conditions~~ except for existing corner lots which shall be 66,000 square feet in area. In no case shall the average size of residential lots within a cluster exceed 49,500 square feet; 1.1 acres;

[b]-[e] No change.

[5] No change.

#### SECTION 4

Article IV, Zoning, §245-12, Applicant's general submission procedures; fees, is hereby amended to add a "special meeting" fee as follows:

##### **§245-12 Applicant's general submission procedures; fees**

All applicants shall comply with the following procedures:

A. – B. No change.

C. Fees

- (1) Fee schedule. Fees for development applications and related development activities are hereby adopted in accordance with the following Fee Schedule, Schedule 1.

##### **Township of Manchester Schedule 1: Fee Schedule**

A. – U. No change

Application Type	Application Fee	Escrow Amount
V. <u>Special Meeting</u>	<u>\$2,000</u>	<u>\$0</u>

(2) – (5) No change.

## SECTION 5

Article IV, Zoning, §245-22, Administration and Enforcement, is hereby amended to add a one (1) year expiration date for zoning permits as follows:

### **§245-22 Administration and Enforcement**

The provisions of this article shall be administered by the Township of Manchester, the Manchester Township Planning Board and/or the Manchester Township Board of Adjustment acting in accordance with the provisions of N.J.S.A. 40:55D-1 et seq.

- A. Ordinance to be administered and enforced by Zoning Officer. The provisions of this Article IV, Zoning, shall be administered and enforced by the Zoning Officer of the Township of Manchester.
- B. Zoning permits. Zoning permits shall hereafter be issued or denied by the Administrative Officer or his designee upon recommendation of the Zoning Officer prior to construction, erection or alteration of any structure or part of a structure, or land. All requests for zoning permits shall be made in writing by the owner or his duly authorized agent and shall include a statement of the use or intended use of the building or structure or land and shall be accompanied by a plan or plat showing thereon the exact size, shape and location of all proposed structures and all existing structures and such other information as may be necessary to provide for the enforcement of this chapter. A zoning permit shall be issued by the Administrative Officer for the installation of any utilities or for any other land improvements or development which have been previously approved or are contemplated by any approval granted by the Planning Board, Zoning Board of Adjustment or Division of Utilities, whichever case may apply. All zoning permits shall expire one (1) year from the date of issuance.

C. – D. No change

## SECTION 6

All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

## SECTION 7

If any section, subparagraph, sentence, clause or phrase of this Ordinance shall be held to be invalid, such decision shall not invalidate any remaining portion of this Ordinance.

## SECTION 8

Pursuant to the provisions of N.J.S.A. 40:69A-181(b), this Ordinance shall take effect twenty (20) days after its final passage by the Township Council and approval by the Mayor where such approval is required by law and in accordance with any other laws which may be applicable.

## **SECTION 9**

Copies of this Ordinance and approval Resolution shall be filed with the Ocean County Planning Board; the Pinelands Commission; and the Manchester Township Tax Assessor, Zoning Officer, Construction Official, Planning Board, Board of Adjustment, Environmental Commission, Utilities Department, Planner and Engineer.

## **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 29th day of May, 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 pm on the 25<sup>th</sup> day of June, 2012. At such time and place or any time or place to which said meeting may be adjourned all persons interested will be given an opportunity to be heard concerning said ordinance

---

Sabina T. Skibo RMC  
Township Clerk

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING  
AND SUPPLEMENTING CHAPTER 245 OF THE CODE OF THE TOWNSHIP  
OF MANCHESTER ENTITLED LAND USE AND DEVELOPMENT.**

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

**SECTION 1.** That Chapter 245 of the code of the Township of Manchester entitled "Land Use and Development", more specifically Section 245-13 E "Approving agency submission procedures" be and hereby is amended and supplemented as follows:

E. Appeals to the governing body from the Board of Adjustment. Any interested party may appeal to a court of competent jurisdiction ~~the Township Council~~ any final decision of the Board of Adjustment approving an application pursuant to N.J.S.A. 40:55D-70d. ~~Such appeal shall be made within 10 days of the date of the publication of such final decision pursuant to N.J.S.A. 40:55D-10i. The appeal to the Township Council shall be made by serving the Township Clerk in person or by certified mail with a notice of appeal, specifying the grounds thereof and the name and address of the appellant and the name and address of his attorney, if represented. Such appeal shall be decided by the Township Council only upon the record established before the Board of Adjustment and shall process the appeal in accordance with N.J.S.A. 40:55D-17.~~

**SECTION 2.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION 3.** 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 25th day of June, 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 **July 9, 2012**. At such time and place or any time or place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

---

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



**DRAFT**

**ORDINANCE OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
REPEALING, IN ITS ENTIRETY, ORDINANCE NO. 97-010  
FOUND IN CHAPTER 7 OF THE TOWNSHIP CODE AT  
SECTION 7-16.1 ENTITLED "PARKING PROHIBITIONS  
FOR VEHICLES IN EXCESS OF 10,000 POUNDS"**

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

**SECTION 1.** That Chapter 7 of the Code of the Township of Manchester entitled "Traffic", more specifically Section 7-16.1 "Parking prohibitions for vehicles in excess of 10,000 pounds", Ordinance No. 97-010, be and hereby is repealed in its entirety:

~~§ 7-16.1. Parking prohibitions for vehicles in excess of 10,000 pounds.~~

~~[Amended 6-26-1997 by Ord. No. 97-010] No person shall park a truck, truck tractor, trailer, semitrailer, recreational vehicle or omnibus having a registered gross weight in excess of 10,000 pounds upon any street between the hours specified.~~

~~Street \_\_\_\_\_ Hours~~

~~All Township streets \_\_\_\_\_ 11:00 p.m. to 6:00 a.m.~~

**SECTION 2.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION 3.** 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 **25th day of June, 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 **July 9, 2012**. At such time and place or any time or place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

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

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING  
AND SUPPLEMENTING CHAPTER 424 OF THE CODE OF THE TOWNSHIP  
OF MANCHESTER ENTITLED VEHICLE PARKING AND STORAGE.**

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

**SECTION 1.** That Chapter 424 of the code of the Township of Manchester entitled "Vehicle Parking and Storage", more specifically Section 424-2 "Prohibition" be and hereby is amended and supplemented as follows:

It shall be unlawful to park or store any tractor-trailer, recreation vehicle, trailers, including but not limited to boat or watercraft trailers, camping trailers, recreation vehicle trailers, recreational trailers, closed or open utility trailers, storage trailers or other storage containers or any commercial vehicle on any street within the Township of Manchester between the hours of 11:00 p.m. and 6:00 a.m. It shall be unlawful to park or store any motor vehicle, truck, tractor, tractor-trailer, construction vehicle or any vehicle of any description which weighs over ~~four tons~~ 8000 pounds Gross Vehicle Weight (GVW) on any residential lot within the Township unless the owner of the vehicle is the owner, tenant or permanent occupant of the residential lot upon which the vehicle is parked or stored. Under no circumstances shall more than two vehicles that qualify for parking or storage under this chapter be permitted to be parked or stored on any single residential lot. Any qualifying vehicle over 8000 pounds Gross Vehicle Weight (GVW) so parked or stored on any residential lot as outlined in this chapter may not be so parked or stored unless the vehicle is set back no less than 35 feet from any front, back or side property line.

**SECTION 2.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION 3.** 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.

**DRAFT**

**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 **25th day of June, 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 **July 9, 2012**. At such time and place or any time or place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

---

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

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
AUTHORIZING THE REFUNDS REQUESTED**

I, Andrea Gaskill, CTC Tax Collector of the Township of Manchester, County of Ocean, do hereby request payment for the following persons due to the following reasons:

1. Block 69 Lot 7 due to state tax court appeal in the amount of \$2325.84 made payable to Jack Bettio, 2985 Hwy 547, Manchester, NJ 08759.

**Total Amount Due \$ 2,325.84**

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, that the aforementioned refunds be and hereby authorized by the Tax Collector of Revenue.

**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 25th day of June 2012.

---

Sabina T. Skibo, RMC  
Township Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
AUTHORIZING REMOVAL OF OPEN TAXES FOR  
PROPERTY OWNED BY TOWNSHIP**

**BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, that taxes be cancelled on property owned by Manchester Township as follows:

1. Block 72 Lot 4 (3505 Hwy 571) in the amount of \$8661.48.  
**Total           \$ 8661.48**

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, that the aforementioned be and hereby authorized by the Tax Collector of Revenue.

**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 25th day of June 2012.

---

Sabina T. Skibo, RMC  
Township Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING TEMPORARY BUDGET  
APPROPRIATIONS FOR THE TRANSITIONAL YEAR 2012**

**WHEREAS**, by the provision of R.S. 40A:4-19, temporary appropriations may be made to provide for the period between the beginning of the budget year and the date of the adoption of the budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, pursuant to the Revised Statutes 40A:4-19 concerning temporary appropriations, that there is hereby appropriated as the temporary budget of the Township of Manchester, for the period of transitional year 2012 until the regular budget be adopted, the following sums:

<b>CURRENT FUND TEMPORARY BUDGET-TY2012</b>		
OFFICE OF THE MAYOR & COUNCIL	S/W	\$25,000.00
	OE	\$1,000.00
ENVIRONMENTAL COMMISSION	S/W	\$1,000.00
	OE	\$0.00
VETERANS ADVISORY COMMITTEE	OE	\$2,000.00
OFFICE OF THE CLERK	S/W	\$41,000.00
	OE	\$18,000.00
MUNICIPAL AUDIT	OE	\$0.00
ZONING BOARD OF ADJUSTMENT	OE	\$12,000.00
DEPT. OF ADMINISTRATION, PURCHASING & PERSONEL	S/W	\$52,000.00
	OE	\$54,300.00
OFFICE OF THE TAX ASSESSOR	S/W	\$71,000.00
	OE	\$8,500.00
DIVISION OF DATA PROCESSING	S/W	\$55,000.00
	OE	\$42,000.00
DIVISION OF RECREATION	S/W	\$160,000.00
	OE	\$55,000.00

**DRAFT**

DEPARTMENT OF PW ADMINISTRATION & STREETS	S/W	\$325,000.00
	OE	\$30,000.00
DIVISION OF BUILDINGS & GROUNDS	S/W	\$26,000.00
	OE	\$30,000.00
DIVISION OF SANITATION & RECYCLING	S/W	\$16,250.00
	OE	\$152,250.00
DIVISION OF CENTRAL MAINTENANCE	S/W	\$59,000.00
	OE	\$52,000.00
DIVISION OF LAKES, PARKS & PLAYGROUNDS	S/W	\$24,000.00
	OE	\$12,000.00
POLICE	S/W	\$1,750,000.00
	OE	\$125,000.00
POLICE CLERICAL & COMMUNICATIONS	S/W	\$162,000.00
DIVISION OF ANIMAL CONTROL	S/W	\$12,000.00
	OE	\$10,000.00
DIVISION OF EMERGENCY MANAGEMENT	S/W	\$9,000.00
	OE	\$5,000.00
DIVISION OF ZONING AND PLANNING	S/W	\$20,000.00
	OE	\$15,000.00
UNIFORM FIRE ACT	S/W	\$6,000.00
	OE	\$1,000.00
FINANCE ADMINISTRATION	S/W	\$50,000.00
	OE	\$10,000.00
DIVISION OF REVENUE COLLECTION	S/W	\$54,000.00
	OE	\$15,000.00
ENGINEERING	OE	\$25,000.00
TOWNSHIP ATTORNEY	OE	\$60,000.00
MUNICIPAL PROSECUTOR	OE	\$10,000.00
MUNICIPAL COURT	S/W	\$65,000.00
	OE	\$8,000.00

**DRAFT**

PUBLIC DEFENDER	OE	\$4,500.00
HEPATITIS INOCULATION PROGRAM	OE	\$2,000.00
OSHA REQUIREMENT-RESPORATOR TESTING	OE	\$5,000.00
INSURANCE-GENERAL LIABILITY	OE	\$0.00
INSURANCE WORKERS COMPENSATION	OE	\$0.00
INSURANCE-EMPLOYEE GROUP HEALTH	OE	\$1,100,000.00
UNIFORM CONSTRUCTION CODE	S/W	\$78,000.00
	OE	\$26,000.00
GASOLINE	OE	\$150,000.00
ELECTRICITY	OE	\$62,000.00
TELEPHONE	OE	\$35,000.00
NATURAL GAS	OE	\$5,000.00
HEATING OIL	OE	\$1,000.00
STREET LIGHTING	OE	\$39,000.00
CONDOMINIUM SERVICE ACT	OE	\$00.00
CELEBRATION OF PUBLIC EVENTS	OE	\$0.00
ACCUMULATED LEAVE COMPENSATION	OE	\$0.00
CONTINGENT	OE	\$5,000.00
SOCIAL SECURITY SYSTEM	OE	\$250,000.00
SENIOR OUTREACH-FEDERAL SHARE	S/W	\$17,000.00
SENIOR OUTREACH-TOWNSHIP SHARES	S/W	\$120,000.00
SENIOR OUTREACH-TOWNSHIP SHARES	OE	\$13,000.00
TRANSPORTATION ASSISTANCE AGREEMENT	OE	\$0.00
MUNICIPAL DRUG ALLIANCE GRANT	OE	\$4,400.00
MUNICIPAL DRUG ALLIANCE GRANT-LOCAL MATCH	S/W	\$1,000.00
UNAPP. RES-CLEAN COMMUNTIES	OE	\$20,000.00
UNAPP. RES-COPS IN SHOP	S/W	\$0.00
CHILD PASSENGER SAFETY GRANT	S/W	\$0.00
CAPITAL IMPROVEMENT FUND	OE	0
INTEREST DUE TO AFFORDABLE HOUSING	OE	\$95,000.00



**DRAFT**

PAYMENT OF BOND PRINCIPAL	OE	\$1,050,000.00
INTEREST ON BONDS	OE	\$130,400.00
PAYMENT OF BANS-PRINCIPAL	OE	\$120,000.00
PAYMENT OF BAN INTEREST	OE	\$95,000.00
GREEN TRUST PRINCIPAL & INTEREST	OE	\$85,000.00
DEFERRED CHARGE-SPECIAL 5 YEAR EMERGENCY	OE	0
TOTAL		\$7,249,600.00

**BE IT FURTHER RESOLVED**, that one certified copy of this resolution shall be filed with the Director of the Division of Local Government Services.

**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 25th day of June 2012.

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

**DRAFT**

#12-181

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING TEMPORARY WATER UTILITY BUDGET  
EASTERN SERVICE AREA APPROPRIATIONS  
FOR THE TRANSITIONAL YEAR 2012**

**WHEREAS**, by the provision of R.S. 40A:4-19, temporary appropriations may be made to provide for the period between the beginning of the budget year and the date of the adoption of the budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, pursuant to the Revised Statutes 40A:4-19 concerning temporary appropriations, that there is hereby appropriated as the temporary budget of the Township of Manchester Water Utility Eastern Service Area, for the period of transitional year 2012 until the regular budget be adopted, the following sums:

<b>TEMPORARY BUDGET WATER UTILITY-TY 2012</b>			
<b>EASTERN SERVICE AREA</b>			
SALARIES & WAGES	SW	\$190,000.00	
OTHER EXPENSES	OE	\$390,000.00	
PAYMENT OF BOND PRINCIPAL	OE	\$0.00	
INTEREST ON BONDS	OE	\$0.00	
PERS	OE	\$0.00	
SOCIAL SECURITY SYSTEM	OE	\$15,000.00	
ACCUMULATED LEAVE COMPENSATION	OE	\$0.00	
TOTAL		\$595,000.00	

**BE IT FURTHER RESOLVED**, that one certified copy of this resolution shall be filed with the Director of the Division of Local Government Services.

**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 25th day of June 2012.

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

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING TEMPORARY SEWER UTILITY BUDGET EASTERN  
SERVICE AREA APPROPRIATIONS FOR THE TRANSITIONAL YEAR 2012**

**WHEREAS**, by the provision of R.S. 40A:4-19, temporary appropriations may be made to provide for the period between the beginning of the budget year and the date of the adoption of the budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, pursuant to the Revised Statutes 40A:4-19 concerning temporary appropriations, that there is hereby appropriated as the temporary budget of the Township of Manchester Sewer Utility Eastern Service Area, for the period of transitional year 2012 until the regular budget be adopted, the following sums:

<b>TEMPORARY BUDGET SEWER UTILITY-TY 2012</b>		
<b>EASTERN SERVICE AREA</b>		
SALARIES & WAGES	S/W	\$170,000.00
OTHER EXPENSES	OE	\$580,000.00
CAPITAL IMPROVEMENT FUND	OE	\$0.00
PAYMENT OF BOND PRINCIPAL	OE	\$0.00
INTEREST ON BONDS	OE	\$0.00
WASTEWATER LOAN-PRINCIPAL	OE	\$0.00
WASTEWATER LOAN-INTEREST	OE	\$3,100.00
PERS	OE	\$0.00
SOCIAL SECURITY SYSTEM	OE	\$13,000.00
ACCUMULATED LEAVE COMPENSATION	OE	\$0.00
<b>TOTAL</b>		<b>\$766,100.00</b>

**BE IT FURTHER RESOLVED**, that one certified coy of this resolution shall be filed with the Director of the Division of Local Government Services.

**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 25<sup>th</sup> day of June 2012.

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

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING TEMPORARY WESTERN SERVICE AREA WATER UTILITY  
BUDGET APPROPRIATIONS FOR THE TRANSITIONAL YEAR 2012**

**WHEREAS**, by the provision of R.S. 40A:4-19, temporary appropriations may be made to provide for the period between the beginning of the budget year and the date of the adoption of the budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, pursuant to the Revised Statutes 40A:4-19 concerning temporary appropriations, that there is hereby appropriated as the temporary budget of the Township of Manchester Western Service Area Water Utility, for the period of transitional year 2012 until the regular budget be adopted, the following sums:

<b>TEMPORARY BUDGET WESTERN SERVICE WATER UTILITY-TY 2012</b>			
SALARIES & WAGES	S/W	\$150,000.00	
OTHER EXPENSES	OE	\$140,000.00	
PAYMENT OF BOND PRINCIPAL	OE	75,000.00	
INTEREST ON BONDS	OE	321,238.75	
PERS	OE	\$0.00	
SOCIAL SECURITY SYSTEM	OE	\$12,000.00	
ACCUMULATED LEAVE COMPENSATION	OE	\$0.00	
TOTAL		\$698,238.75	

**BE IT FURTHER RESOLVED**, that one certified copy of this resolution shall be filed with the Director of the Division of Local Government Services.

**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 25th day of June, 2012.

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

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING TEMPORARY WESTERN SERVICE AREA  
SEWER UTILITY BUDGET APPROPRIATIONS  
FOR THE TRANSITIONAL YEAR 2012**

**WHEREAS**, by the provision of R.S. 40A:4-19, temporary appropriations may be made to provide for the period between the beginning of the budget year and the date of the adoption of the budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, pursuant to the Revised Statutes 40A:4-19 concerning temporary appropriations, that there is hereby appropriated as the temporary budget of the Township of Manchester Western Service Area Sewer Utility, for the period of transitional year 2012 until the regular budget be adopted, the following sums:

<b>TEMPORARY BUDGET WESTERN SERVICE SEWER UTILITY-TY 2012</b>			
SALARIES & WAGES	S/W	\$75,000.00	
OTHER EXPENSES	OE	\$410,150.00	
PAYMENT OF BOND PRINCIPAL	OE	\$25,000.00	
INTEREST ON BONDS	OE	\$105,000.00	
PERS	OE	\$0.00	
SOCIAL SECURITY SYSTEM	OE	\$7,000.00	
ACCUMULATED LEAVE COMPENSATION	OE	\$0.00	
TOTAL		\$622,150.00	

**BE IT FURTHER RESOLVED**, that one certified copy of this resolution shall be filed with the Director of the Division of Local Government Services.

**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 25th day of June, 2012.

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

**DRAFT**

**#12-185**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING CANCELLATION OF CERTAIN OF THE  
UNEXPENDED BALANCES OF FISCAL YEAR 2012  
BUDGET APPROPRIATIONS FOR CURRENT FUND**

**WHEREAS**, R.S. 40A:4-60 provides for cancellation of part or all of the unexpended balances for the fiscal year 2012 budget appropriations:

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, in accordance with the Revised Statutes 40A:4-60, that the following appropriations in the budget for fiscal year 2012 are to be cancelled.

Insurance – Group	\$400,000.00
Public Defender	\$ 15,000.00
Social Security	\$100,000.00

**BE IT FURTHER RESOLVED**, that one certified copy of this Resolution shall be filed with the Director of Local Government Services.

**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 **25th** day of **June, 2012**.

---

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

**DRAFT**

#12-186

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING CANCELLATION OF CERTAIN  
UNEXPENDED BALANCES OF FISCAL YEAR 2012  
UTILITY BUDGET APPROPRIATIONS**

**WHEREAS**, R.S. 40A:4-60 provides for cancellation of part or all of the unexpended balances for the fiscal year 2012 utility budget appropriations;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, in accordance with the Revised Statutes 40A:4-60, that the following appropriations in the following utility budgets for fiscal year 2012 are cancelled:

***EASTERN SERVICE AREA WATER UTILITY BUDGET SALARY AND WAGE EXPENSE  
\$100,000.00***

***EASTERN SERVICE AREA WATER UTILITY BUDGET OPERATING EXPENSE  
\$100,000.00***

***EASTERN SERVICE AREA SEWER UTILITY BUDGET SALARY AND WAGE EXPENSE  
\$200,000.00***

***EASTERN SERVICE AREA SEWER UTILITY BUDGET OPERATING EXPENSE  
\$200,000.00***

**BE IT FURTHER RESOLVED**, that one certified copy of this Resolution shall be filed with the Director of Local Government Services.

**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 **25th** day of **June, 2012**.

---

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

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE CHIEF FINANCIAL OFFICER  
TO MAKE TRANSFERS BETWEEN APPROPRIATIONS  
IN THE 2012 STATE FISCAL YEAR BUDGET**

WHEREAS, certain of the SFY 2012 budget appropriation balances are expected to be insufficient for the remainder of the year; and

WHEREAS, under R.S. 40A:4-58 transfers are permitted during the last two months of the budget year from certain appropriation balances where an excess exists.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Manchester that in accordance with the Revised Statutes 40A:4-58, the Chief Financial Officer be and is hereby authorized to make transfers between appropriations in the budget for the Township of Manchester for the State Fiscal Year 2012 as per Attachment "A".

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be filed with the Director of Local Government Services.

**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 **25th** day of June, **2012**.

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



Attachment "A"  
Budget Transfers

25-Jun-12

DRAFT

LINE ITEM	<u>FROM</u>	<u>TO</u>
<b><u>Inside Caps</u></b>		
Township Clerk	\$ 10,000.00	
Insurance General	\$ 10,000.00	
Insurance W/C	\$ 10,000.00	
Streets S&W	\$ 15,000.00	
Communications S & W	\$ 14,000.00	
Assessor S&W		\$ 10,000.00
Police S&W		\$ 45,000.00
Revenue Collection S&W		\$ 4,000.00
	<u>\$ 59,000.00</u>	<u>\$ 59,000.00</u>

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

**WHEREAS**, pursuant to amendments to N.J.S.A. 40A:5-15.1, the State of New Jersey Local Fiscal Affairs Law, the governing body of each municipality is required to adopt a cash management plan; and

**WHEREAS**, the Chief Financial Officer has submitted such a plan to the Mayor and Township Council, said plan which fulfills all of the requirements of N.J.S.A. 40A:5-15.1.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, county of Ocean, State of New Jersey that the Cash Management Plan presented by the Chief Financial Officer is hereby adopted.

**BE IT FURTHER RESOLVED** that this plan shall currently have a duration of six (6) months, commencing on July 1, 2012.

**BE IT FURTHER RESOLVED** that the Township Clerk is directed to provide certified copies of this Resolution to the following:

- A. Chief Financial Officer
- B. Township Auditor

**CERTIFICATION**

I, Sabina T. Skibo, Township Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council at a meeting on the 25th day of June, 2012.

---

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

**CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANCHESTER,  
IN THE COUNTY OF OCEAN, STATE OF NEW JERSEY**

**I. STATEMENT OF PURPOSE.**

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED  
BY THE PLAN.**

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township of Manchester.

1. Current Fund
2. General Capital Fund
3. Animal Trust Fund
4. Public Assistance Discretionary Fund
5. Developer Escrows Funds
6. Municipal Alliance Discretionary Fund
7. Tax Collectors Trust Fund
8. Water Operating Fund
9. Water Capital Fund
10. Sewer Operating Fund
11. Sewer Capital Fund
12. General Court Fund
13. Public Defenders Trust
14. Public Assistance Trust Fund I
15. Manchester Day Trust Fund
16. Recreation Trust Fund
17. Open Space, Recreation, Farmland and Historic Trust
18. Water Operating Fund – Western Service Area
19. Sewer Operating Fund – Western Service Area
20. Water Capital – Western Service Area
21. Sewer Capital – Western Service Area

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Township of Manchester, specifically:

1. New Jersey Employment Trust Fund
2. Drug Enforcement Fund
3. Bail Account.

**III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF MANCHESTER AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

The Chief Financial Officer of the Township of Manchester (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Manchester are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

**IV. DESIGNATION OF DEPOSITORIES.**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any Certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

1. Wells Fargo
2. TD Bank
3. Sovereign Bank
4. New Jersey Cash Management Plan
5. N.J. Asset & Rebate Management Program
6. MBIA Municipal Investor's Service Corporation
7. Ocean First National Bank
8. PNC Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official (s) referred to in Section III above.

**V. AUTHORIZED INVESTMENTS.**

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c. 281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
  - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
  - (b) the custody of collateral is transferred to a third party;
  - (c) the maturity of the agreement is not more than 30 days;
  - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c. 236 (C.17:9-41); and
  - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) which has:
  - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have

a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c. 9 (c.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities or specific investments.

#### **VI. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Manchester, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Manchester to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Township of Manchester or by a third party custodian prior to or upon the release of the Township of Manchester's funds.

To assure that all parties with whom the Township of Manchester deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official (s).

#### **VII. REPORTING REQUIREMENTS.**

A. In compliance with N.J.S.A. 54:4 73, the collector shall, on the first day of each month report collections to the governing body of the municipality. Additional reports will be provided to the governing body as requested.

B. On the fifteenth day of each month during which this Plan is in effect, the Designated Official (s) referred to in Section III hereof shall supply to the governing body of the Township of Manchester a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- i. The name of any institution holding funds of the Township of Manchester as a Deposit or a Permitted Investment.
- ii. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- iii. The class or type of securities purchased or Deposits made.
- iv. The book value of such Deposits or Permitted Investments.
- v. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- vi. The fees incurred to undertake such Deposits or Permitted Investments.
- vii. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- viii. All other information which may be deemed reasonable from time to time by the governing body of the Township of Manchester.

#### **VIII. TERM OF PLAN.**

This Plan shall be in effect from July 1, 2012 to December 30, 2012. Attached to this Plan is a resolution of the governing body of the Township of Manchester approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.



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

**WHEREAS, N.J.S.A. 54:4-67** permits governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**WHEREAS, N.J.S.A. 54:4-67** has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% of the delinquency in excess of \$10,000 to be collected against a delinquency open at year end.

**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 Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00 calculated from the date the tax was payable until the date of actual payment and that there will be an additional penalty charged of 6% of the delinquency in excess of \$10,000 at year end.
2. There will be a ten (10) day grace period of quarterly tax payments made by cash, check, or money order before interest is charged.
3. That any payments not made in accordance with paragraph one and two of this resolution shall be charged interest from the due date as set forth in paragraph one and two of this resolution.
4. That this resolution shall be published in its entirety once in an official newspaper of the Township of Manchester.
5. That the Township Clerk shall forward a certified copy of this resolution to the following:
  - A. Mayor;
  - B. Tax Collector;
  - C. Township Attorney;
  - D. Chief Financial Officer;
  - E. 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 on the 25<sup>th</sup> day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

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

**WHEREAS, N.J.S.A. 40a:26a-12** permits the governing body of each municipality to fix the rate of interest to be charged for non-payments of sewer rates, rentals, connection fees, or other charges; and,

**WHEREAS, N.J.S.A. 40A:31-12** permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of water rates, rentals, connection fees, or other charges.

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

1. That the Division of Utilities is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of sewer and water rates, rentals, connection fees and other charges becoming delinquent after the due date and 18% per annum on any amount of sewer and water rates, rentals, connection fees, or other charges in excess of \$1,500.00 becoming delinquent after the due date and if a delinquency is in excess of \$10,000 and remains in arrears at year end, an additional penalty of 6% shall be charged against the delinquency.
2. Quarterly water and/or sewer payments are due immediately upon receipt. There will be a thirty (30)-day grace period of quarterly water and/or sewer payments made by cash, check, or money order before interest is charged.
3. That any payments not made in accordance with paragraph one or two of this resolution shall be charged interest from the due date as set forth in paragraph one and two of this resolution.
4. That this resolution shall be published in its entirety once in an official newspaper of the Township of Manchester.
5. That the Township Clerk shall forward a certified copy of this resolution to the following:
  - A. Mayor;
  - B. Division of Utilities
  - C. Tax Collector;
  - D. Division of Utilities Attorney;
  - E. Chief Financial Officer;
  - F. Township Auditor;
  - G. Utilities Collector.

**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 25th day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

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

**WHEREAS, N.J.S.A. 40A:5-21** authorizes the establishment of a Petty Cash Fund for the Finance Office of the Township of Manchester; and

**WHEREAS,** a Petty Cash Fund was established by Resolution dated October 27, 1992, by the Council of the Township of Manchester; and

**WHEREAS,** a Petty Cash Fund is requested to be re-established by Resolution dated July 1, 2012 by the Council of the Township of Manchester.

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

1. During the TY 2012, Diane Lapp, Director of Finance, be and is hereby authorized and permitted to re-establish a Petty Cash Fund in the amount of \$200.00 which has been approved by the Division of Local Government Services, pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Fund will be used by such office or department to pay claims for small miscellaneous expenses.

2. Diane Lapp, Director of Finance, having custody of the fund be bonded in an amount not less than \$1,000.00 and will maintain said Fund in accordance with the laws and regulations governing its operation.

**CERTIFICATION**

I, Sabina T. Skibo, Municipal 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 **25<sup>th</sup> day of June, 2012.**

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Sabina T. Skibo, RMC  
Township Clerk

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

**WHEREAS**, N.J.S.A. 54:4-1 et seq. permits a municipality to conduct a municipal lien sale and to authorize the Tax Collector to conduct the sale; and,

**WHEREAS**, the Tax Collector has advised the Township Council that there are outstanding municipal charges as of June 30, 2012; and,

**WHEREAS**, the Tax Collector is desirous to hold a municipal lien sale for those outstanding charges.

**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 Tax Collector is hereby authorized to conduct a municipal lien sale.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Business Administrator;
  - B. Chief Financial Officer;
  - C. Township Auditor;
  - D. Tax Collector.

**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 25th day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

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

**WHEREAS**, P.L. 1990, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other instrument returned for insufficient funds and,

**WHEREAS**, whenever an account is owing a municipality for a tax, water and/or sewer payment/fee, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Council of the Township of Manchester, County of Ocean, State of New Jersey, that the Tax Collector be authorized to charge the aforementioned fee at a rate of \$20.00 per check, other written instrument, or other returned payment by a bank for insufficient funds.

**BE IT FURTHER RESOLVED**, that the Tax Collector may require future payments to be tendered in cash or by certified check; and

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

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

**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 25th day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

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

**WHEREAS**, pursuant to the Government Electronic Payment assistance Act, N.J.S.A. 40A:5-30.9 et/ seq., a municipality is authorized to accept payment to it by electronic means for certain local government obligations which are owed to the municipality; and

**WHEREAS**, the Township Council of the Township of Manchester, County of Ocean, New Jersey, is of the opinion that allowing property owners to pay real estate taxes and utility charges through Automated Clearing House (ACH), provides to the taxpayers of the Township of Manchester a needed convenience: and

**WHEREAS**, the Tax Collector of the Township of Manchester has recommended and approved such means for payment of such obligation.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. That the tax Collector of Manchester Township is hereby authorized to take all actions as may be deemed necessary or desirable to enable taxpayers and utilities users of the municipality to use Automated Clearing House (ACH).
2. The Mayor is hereby authorized to execute and the Clerk to attest to any documents necessary to implement the purposes and intent of this Resolution.
3. That the Clerk is directed to provide a certified copy of this Resolution to the following:
  - Tax Collector
  - Chief Financial Officer
  - DGLS

**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 25th day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
AUTHORIZING THE COLLECTOR TO CANCEL TAXES LESS THAN \$1**

**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 less than \$1 as the cost of distributing and mailing late notices would exceed the delinquency.

**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 25th day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

**DRAFT**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY, REFUNDING  
OVERPAYMENT OF A PERMIT FEE TO EDITH BLANKENSHIP\1550  
HARRISON AVE., WHITING, NEW JERSEY**

**WHEREAS**, a permit fee for a gas conversion was heretofore posted with the Township by Edith Blankenship, 1550 Harrison Ave., Whiting, New Jersey for a gas conversion from propane to natural gas; and,

**WHEREAS**, under the date of June 18, 2012, Marianne Borthwick, Office Manager for the Manchester Township Bureau of Inspections advised Ms. Blankenship 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 \$75.00 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. Edith Blankenship  
1550 Harrison Ave.  
Whiting, NJ 08759
  - 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 **25<sup>th</sup> day of June 2012**.

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



**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF JOSEPH J. FACCONI, R.M.A., OF SAMUEL KLEIN AND  
COMPANY AS TOWNSHIP AUDITOR PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**WHEREAS**, the Township of Manchester has received bids in accordance with N.J.S.A. 19:44A-20.4 et seq. for professional services; and,

**WHEREAS**, N.J.S.A. 19:44A-20.5 et seq. provides the procedure for soliciting proposals through a "fair and open process"; and,

**WHEREAS**, the Township Council of the Township of Manchester has elected to select and appoint its professionals through the "fair and open process"; and,

**WHEREAS**, the Township Council desires to appoint Joseph Faccone of Samuel Klein and Company to the position of Township Auditor; and,

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the year TY 2012 Municipal Budget for auditing services; and,

**WHEREAS**, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4 et seq., requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the TY 2012 budget and will be available in the final budget when adopted under:

Auditor - Finance Department; and,

**WHEREAS**, Joseph Faccone of Samuel Klein and Company has submitted a proposal in accordance with the "Pay to Play" Law; and,

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 Joseph Faccone of Samuel Klein and Company be and is hereby appointed as Auditor to perform all necessary auditing work during the year 2012 six month Transitional Municipal Budget.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to an agreement with Joseph Faccone of Samuel Klein and Company.

3. That the contract to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Pay to Play Law.
4. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.
5. That this resolution shall take effect July 1, 2012 until December 31, 2012.
6. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Administrator;
  - B. Chief Financial Officer;
  - C. Joseph Faccone.

## 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 **25<sup>th</sup> day of June 2012.**

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Sabina T. Skibo, RMC  
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF STEVEN SECARE  
OF THE FIRM OF SECARE, RYAN AND HENSEL  
AS TOWNSHIP ATTORNEY PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**WHEREAS**, the Township of Manchester has received bids in accordance with N.J.S.A. 19:44A-20.4 et seq. for professional services; and,

**WHEREAS**, N.J.S.A. 19:44A-20.5 et seq. provides the procedure for soliciting proposals through a "fair and open process"; and,

**WHEREAS**, the Township Council of the Township of Manchester has elected to select and appoint its professionals through the "fair and open process"; and,

**WHEREAS**, the Township Council desires to appoint Steven Secare of the firm of Secare, Ryan and Hensel to the position of Township Attorney; and,

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the year TY 2012 Municipal Budget for legal services; and,

**WHEREAS**, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4 et seq., requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the year TY 2012 and will be available in the final budget when adopted under:

Township Attorney - Legal Department; and,

**WHEREAS**, Steven Secare of the firm of Secare, Ryan and Hensel has submitted a proposal in accordance with the "Pay to Play" Law; and,

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 Steven Secare of the firm of Secare, Ryan and Hensel, be and hereby is hereby appointed Township Attorney to perform all necessary legal work during the 2012 six month Transitional Budget.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to an agreement with Steven Secare of the firm of Secare, Ryan and Hensel.

3. That the contract to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Pay to Play Law.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.

5. That this resolution shall take effect July 1, 2012 through December 31, 2012.

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

- A. Administrator;
- B. Chief Financial Officer;
- C. Steven Secare, Esq.

**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 **25<sup>th</sup> day of June 2012.**

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Sabina T. Skibo, RMC  
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF CHARLES E. STARKEY OF THE FIRM OF  
STARKEY, KELLY, BAUER, KENNEALLY AND CUNNINGHAM  
AS UTILITIES ATTORNEY PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**WHEREAS**, the Township of Manchester has received bids in accordance with N.J.S.A. 19:44A-20.4 et seq. for professional services; and,

**WHEREAS**, N.J.S.A. 19:44A-20.5 et seq. provides the procedure for soliciting proposals through a "fair and open process"; and,

**WHEREAS**, the Township Council of the Township of Manchester has elected to select and appoint its professionals through the "fair and open process"; and,

**WHEREAS**, the Township Council desires to appoint Charles E. Starkey of the firm of Starkey, Kelly, Bauer, Kenneally and Cunningham to the position of Utilities Attorney; and,

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the TY 2012 for legal services; and,

**WHEREAS**, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4 et seq., requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the TY 2012 budget and will be available in the final budget when adopted under:

Utilities Attorney - Legal Department; and,

**WHEREAS**, Charles E. Starkey of the firm of Starkey, Kelly, Bauer, Kenneally and Cunningham has submitted a proposal in accordance with the "Pay to Play" Law; and,

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 Charles E. Starkey of the firm of Starkey, Kelly, Bauer, Kenneally and Cunningham, be and hereby is hereby appointed Utilities Attorney for a term of six months (6) commencing on July 1, 2012 and ending on December 31, 2012.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to an agreement with Charles E. Starkey of the firm of Starkey, Kelly, Bauer, Kenneally and Cunningham.

3. That the contract to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Pay to Play Law.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.

5. That this resolution shall take effect July 1, 2012.

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

- A. Administrator;
- B. Chief Financial Officer;
- C. Charles E. Starkey, Esq.

**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 **25<sup>th</sup> day of June 2012.**

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

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF CHRISTOPHER WALRATH OF THE FIRM OF  
GLUCK, WALRATH LLP AS BOND COUNSEL  
PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**WHEREAS**, the Township of Manchester has received bids in accordance with N.J.S.A. 19:44A-20.4 et seq. for professional services; and,

**WHEREAS**, N.J.S.A. 19:44A-20.5 et seq. provides the procedure for soliciting proposals through a "fair and open process"; and,

**WHEREAS**, the Township Council of the Township of Manchester has elected to select and appoint its professionals through the "fair and open process"; and,

**WHEREAS**, the Township Council desires to appoint Christopher Walrath of the firm of Gluck, Walrath LLP to the position of Bond Counsel; and,

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the TY 2012 Municipal Budget for legal services; and,

**WHEREAS**, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4 et seq., requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the year TY 2012 and will be available in the final budget when adopted under:

Bond Counsel - Legal Department; and,

**WHEREAS**, Christopher Walrath of the firm of Gluck, Walrath LLP has submitted a proposal in accordance with the "Pay to Play" Law; and,

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 Christopher Walrath of the firm of Gluck, Walrath LLP, be and hereby is hereby appointed Bond Counsel to perform all necessary work during the year 2012 six month Transitional Budget.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to an agreement with Christopher Walrath of the firm of Gluck, Walrath LLP.

3. That the contract to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Pay to Play Law.
4. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.
5. That this resolution shall take effect July 1, 2012 through December 31, 2012.
6. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Administrator;
  - B. Chief Financial Officer;
  - C. Christopher Walrath, Esq.

**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 **25<sup>th</sup> day of June 2012.**

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



**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF AL YODAKIS OF T & M ASSOCIATES  
AS TOWNSHIP ENGINEER PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**WHEREAS**, the Township of Manchester has received bids in accordance with N.J.S.A. 19:44A-20.4 et seq. for professional services; and,

**WHEREAS**, N.J.S.A. 19:44A-20.5 et seq. provides the procedure for soliciting proposals through a "fair and open process"; and,

**WHEREAS**, the Township Council of the Township of Manchester has elected to select and appoint its professionals through the "fair and open process"; and,

**WHEREAS**, the Township Council desires to appoint Al Yodakis of T & M Associates, to the position of Township Engineer; and,

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the year TY 2012 Municipal Budget for legal services; and,

**WHEREAS**, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4 et seq., requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the year 2012 temporary budget and will be available in the final budget when adopted under:

Township Engineer - Engineering Department; and,

**WHEREAS**, Al Yodakis of T & M Associates has submitted a proposal in accordance with the "Pay to Play" Law; and,

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 Al Yodakis of T & M Associates be and is hereby appointed Township Engineer to perform all necessary engineering work during the year 2012 six month Transitional Municipal Budget.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to an agreement with Al Yodakis of T & M Associates.

**DRAFT**

3. That the contract to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Pay to Play Law.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.

5. That this resolution shall take effect July 1, 2012 through December 31, 2012.

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

- A. Administrator;
- B. Chief Financial Officer;
- C. Al Yodakis, P.E.

#### **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 **25<sup>th</sup> day of June 2012.**

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Sabina T. Skibo, RMC  
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF THOMAS A. THOMAS OF THOMAS PLANNING  
ASSOCIATES, LLC AS TOWNSHIP PLANNER PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**WHEREAS**, the Township of Manchester has received bids in accordance with N.J.S.A. 19:44A-20.4 et seq. for professional services; and,

**WHEREAS**, N.J.S.A. 19:44A-20.5 et seq. provides the procedure for soliciting proposals through a “fair and open process”; and,

**WHEREAS**, the Township Council of the Township of Manchester has elected to select and appoint its professionals through the “fair and open process”; and,

**WHEREAS**, the Township Council desires to appoint Thomas A. Thomas of Thomas Planning Associates, LLC, to the position of Township Planner; and,

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the year TY 2012 Municipal Budget for planning services; and,

**WHEREAS**, the “New Jersey Local Unit Pay to Play” Law, N.J.S.A. 19:44A-20.4 et seq., requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the TY 2012 and will be available in the final budget when adopted under:

Township Engineer - Planner; and,

**WHEREAS**, Thomas A. Thomas of Thomas Planning Associates, LLC has submitted a proposal in accordance with the “Pay to Play” Law; and,

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 Thomas A. Thomas of Thomas Planning Associates, LLC, be and is hereby appointed Township Planner to perform all planning services during the year 2012 six month Transitional Municipal Budget.

**DRAFT**

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to an agreement with Thomas A. Thomas of Thomas Planning Associates, LLC.

3. That the contract to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Pay to Play Law.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.

5. That this resolution shall take effect July 1, 2012 through December 31, 2012.

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

- A. Administrator;
- B. Chief Financial Officer;
- C. Thomas A. Thomas, P.P.

#### **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 25<sup>th</sup> day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

**DRAFT**

**#12-203**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
CONSENTING TO THE APPOINTMENT OF VINCENT J. VIVONA, D.O.  
TO THE OFFICE OF TOWNSHIP PHYSICIAN OF THE TOWNSHIP  
OF MANCHESTER, PURSUANT TO N.J.S.A. 40:69A-43(b), AND AWARDING  
A CONTRACT FOR MEDICAL SERVICES TO VINCENT J. VIVONA, D.O.**

**WHEREAS**, the Mayor has advised the Township Council of his appointment of Vincent J. Vivona, D.O., to the Office of Township Physician of the Township of Manchester, pursuant to and in accordance with N.J.S.A. 40:69A-43(b); and,

**WHEREAS**, the Township is in need of a physician who is authorized by law to practice a recognized profession, whose practice is regulated by law, and which such services otherwise constitute "professional services" within the meaning of N.J.S.A. 40A:11-2(6); and,

**WHEREAS**, N.J.S.A. 40A:11-5 authorizes the award of a contract for such "professional services" without public advertising for bids for the rendering of such services; and,

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract itself must be made available for public inspection; and,

**WHEREAS**, the aforesaid appointment is exempt from the requirements of the New Jersey Local Unit Pay to Play, N.J.S.A. 19:44A-20.5, law since the amount to be paid under the contract is less than \$17,500.00.

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 pursuant to N.J.S.A. 40:69A-43(b), the township Council does hereby provide its advice and does hereby consent to the appointment of Vincent J. Vivona, D.O. to the Office of Township Physician of the Township of Manchester.
2. That a contract for medical services to be rendered on behalf of the Township of Manchester be and hereby is awarded to Vincent J. Vivona, D.O., to perform all necessary medical services during the year 2012 six month Transitional Municipal Budget.
3. That the agreement for medical services shall include the mandatory affirmative action language set forth in P.L. 1975, c. 127.
4. That the Mayor is authorized to execute and the Clerk to attest to any and all

**DRAFT**

documents to effectuate the purpose of this resolution.

5. That the contract to be entered into is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because it is for services to be performed by a person authorized by law to practice a recognized profession.

6. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.

7. That this resolution shall take effect July 1, 2012 through December 31, 2012.

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

- A. Administrator;
- B. Chief Financial Officer;
- C. Vincent J. Vivona, D.O.

#### **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 **25<sup>th</sup> day of June 2012..**

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Sabina T. Skibo. RMC  
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
CONSENTING TO THE APPOINTMENT OF A MUNICIPAL  
COURT JUDGE OF THE TOWNSHIP OF MANCHESTER  
PURSUANT TO AND IN ACCORDANCE  
WITH N.J.S.A. 2B:12-4(b)**

**WHEREAS**, there is a need for a Municipal Court Judge for the Township of Manchester as of July 1, 2012; and,

**WHEREAS**, the Mayor has advised the Township Council of his appointment of Daniel F. Sahin as the Municipal Court Judge for the Township of Manchester, pursuant to N.J.S.A. 2B:12-4(b); and,

**WHEREAS**, the Township Council is satisfied with the qualifications of that individual to serve in that office.

**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 pursuant to N.J.S.A. 2B:12-4(b), the Township Council does hereby provide its advice and does hereby consent to the appointment of Daniel F. Sahin as the Municipal Court Judge for the Township of Manchester for a term of three years commencing July 1, 2012 and expiring June 30, 2015.
2. That this resolution shall take effect immediately.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Mayor;
  - B. Chief Financial Officer;
  - C. Personnel;
  - D. Court Administrator;
  - E. Daniel F. Sahin

**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 25th day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF VALTER H. MUST OF THE FIRM  
OF ROTHSTEIN, MANDELL, STROHM AND MUST  
AS MUNICIPAL PROSECUTOR PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**WHEREAS**, the Township of Manchester has received bids in accordance with N.J.S.A. 19:44A-20.4 et seq. for professional services; and,

**WHEREAS**, N.J.S.A. 19:44A-20.5 et seq. provides the procedure for soliciting proposals through a "fair and open process"; and,

**WHEREAS**, the Township Council of the Township of Manchester has elected to select and appoint its professionals through the "fair and open process"; and,

**WHEREAS**, the Township Council desires to appoint Valter H. Must of the firm of Rothstein, Mandell, Strohm and Must to the position of Municipal Prosecutor; and,

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the TY 2012 Municipal Budget for legal services; and,

**WHEREAS**, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4 et seq., requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the year TY 2012 budget and will be available in the final budget when adopted under:

Municipal Prosecutor - Legal Department; and,

**WHEREAS**, Valter H. Must of the firm of Rothstein, Mandell, Strohm and Must has submitted a proposal in accordance with the "Pay to Play" Law; and,

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 Valter H. Must of the firm of Rothstein, Mandell, Strohm and Must be and hereby is hereby appointed Municipal Prosecutor to perform all necessary prosecuting services during the year 2012 six month Transitional Municipal Budget.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest



to an agreement with Valter H. Must of the firm of Rothstein, Mandell, Strohm and Must.

3. That the contract to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Pay to Play Law.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.

5. That this resolution shall take effect July 1, 2012 through December 31, 2012.

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

- A. Administrator;
- B. Chief Financial Officer;
- C. Valter H. Must, Esq.

**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 **25<sup>th</sup> day of June 2012**.

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Sabina T. Skibo, RMC  
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF ROBERT E. ULAKY OF THE FIRM OF  
DASTI, MURPHY, MCGUCKIN, ULAKY, CHERKOS & CONNORS  
AS MUNICIPAL PUBLIC DEFENDER PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**WHEREAS**, the Township of Manchester has received bids in accordance with N.J.S.A. 19:44A-20.4 et seq. for professional services; and,

**WHEREAS**, N.J.S.A. 19:44A-20.5 et seq. provides the procedure for soliciting proposals through a "fair and open process"; and,

**WHEREAS**, the Township Council of the Township of Manchester has elected to select and appoint its professionals through the "fair and open process"; and,

**WHEREAS**, the Township Council desires to appoint Robert E. Ulaky of the firm of Dasti, Murphy, McGuckin, Ulaky, Cherkos & Connors to the position of Municipal Public Defender; and,

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the year TY 2012 Municipal Budget for legal services; and,

**WHEREAS**, the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.4 et seq., requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the year TY 2012 budget and will be available in the final budget when adopted under:

Municipal Public Defender - Legal Department; and,

**WHEREAS**, Robert E. Ulaky of the firm of Dasti, Murphy, McGuckin, Ulaky, Cherkos & Connors has submitted a proposal in accordance with the "Pay to Play" Law; and,

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 Robert E. Ulaky of the firm of Dasti, Murphy, McGuckin, Ulaky, Cherkos & Connors be and hereby is hereby appointed Municipal Public Defender to perform all

necessary work during the year 2012 six month Transitional Municipal Budget.

DRAFT

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to an agreement with Robert E. Ulaky of the firm of Dasti, Murphy, McGuckin, Ulaky, Cherkos & Connors.

3. That the contract to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Pay to Play Law.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.

5. That this resolution shall take effect July 1, 2012 through December 31, 2012.

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

- A. Administrator;
- B. Chief Financial Officer;
- C. Robert E. Ulaky, Esq.  
620 West Lacey Rd.  
P.O. Box 1057  
Forked River, NJ 08731

#### **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 25<sup>th</sup> day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPOINTING A CONFLICT PUBLIC DEFENDER**

**WHEREAS**, the Municipal Court Administrator has informed the Township Council that several conflicts exist as a result of the appointment of the Public Defender; and,

**WHEREAS**, the Township Attorney has recommended that Conflict Public Defenders be appointed from outside the law office of the Public Defender; and,

**WHEREAS**, the aforesaid appointments are exempt from the requirements of the New Jersey Local Unit Pay to Play, N.J.S.A. 19:44A-20.5, law since the amount to be paid under the contract is less than \$17,500.00.

**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 Charles P. Tivenan, Esq. is hereby appointed as Conflict Public Defender for the Township of Manchester.
2. The Township Clerk shall forward a certified copy of this resolution to all interested parties.

**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 **25<sup>th</sup> day of June 2012**.

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Sabina T. Skibo, RMC  
Township Clerk

DRAFT

#12-208

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
CONSENTING TO THE REAPPOINTMENT OF A  
DEPUTY TAX ASSESSOR OF THE TOWNSHIP OF  
MANCHESTER, PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 40A:9-148**

**WHEREAS**, under date of June 16, 2004 Raymond Hall was appointed to the position of Deputy Tax Assessor of the Township of Manchester, pursuant to N.J.S.A. 40A:9-148; and,

**WHEREAS**, under date of June 14, 2012, the Mayor reappointed Raymond Hall to the position of Deputy Tax Assessor of the Township of Manchester and is seeking the advice and consent of the Township Council; and,

**WHEREAS**, the Township Council is satisfied with the qualifications of that individual to serve in that office.

**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 pursuant to N.J.S.A. 40:69A-43(b), the Township Council does hereby provide its advice and does hereby consent to the appointment of Raymond Hall to the position of Deputy Tax Assessor of the Township of Manchester for a four year term commencing July 1, 2012 and ending June 30, 2016.
2. That this resolution shall take affect immediately.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Mayor;
  - B. Martin Lynch, Tax Assessor;
  - C. Personnel;
  - D. Raymond Hall, Deputy Tax Assessor.

**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 25<sup>th</sup> day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE EXECUTION OF A USER AGREEMENT WITH  
VERIZON WIRELESS**

WHEREAS, the Township of Manchester desires to enter into a user agreement with Verizon Wireless for wireless services; and,

WHEREAS, Manchester Township is designated a government entity under the Western States Contracting Alliance; and,

WHEREAS, Manchester Township is the authorized user and is eligible to purchase wireless services and products from Verizon Wireless pursuant to the terms and conditions of the agreement; and,

WHEREAS, the Purchasing Agent has recommended that this agreement be entered into; and,

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 Mayor is authorized to execute and the Clerk to attest to the agreement aforesaid with Verizon Wireless.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Chief Financial Officer
  - B. Purchasing Agent
  - C. Verizon Wireless

**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 25<sup>th</sup> day of June 2012.

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

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE EXECUTION OF A CONTRACT  
WITH MITCHELL HUMPHREY SOFTWARE FOR THE MAINTENANCE  
OF SOFTWARE PROGRAMS FOR THE BUREAU OF INSPECTIONS**

WHEREAS, the Township of Manchester desires to enter into a contract with Mitchell Humphrey Software for the maintenance of the following software:

1. Government Software Solutions

WHEREAS, Mitchell Humphrey Software also seeks to enter into said contract commencing April 1, 2012 and ending March 31, 2013 in an amount not to exceed \$2025.00; and,

WHEREAS, the Purchasing Agent and Construction Official have recommended that the contract with Mitchell Humphrey Software be entered into.

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 Mayor is authorized to execute and the Clerk to attest to the contract aforesaid with Mitchell Humphrey Software.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:

- A. Chief Financial Officer
- B. Purchasing Agent
- C. Mitchell Humphrey Software  
1285 Fern Ridge Parkway  
St. Louis, MO 63141-4402

**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 25<sup>th</sup> day of June 2012.

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Sabina T. Skibo, RMC  
Municipal Clerk

DRAFT

#12-211

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

**WHEREAS**, the Township of Manchester desires to extend an agreement originally entered into on May 9, 2011 per resolution #11-134 with Alternative Micrographics, Inc. for microfilm and digital imaging services; and,

**WHEREAS**, the Municipal Clerk has recommended that the agreement with Alternative Micrographics, Inc. be extended; and,

**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 Mayor is authorized to execute and the Clerk to attest to the contract aforesaid with Alternative Micrographics, Inc.
2. That said contract will be extended for a term of one year commencing July 1, 2012 with the ability to extend it for an additional one year at current quoted price.
3. That said contract will be for a sum not to exceed \$17,500.00.
4. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Chief Financial Officer
  - B. Purchasing Agent
  - C. Alternative Micrographics, Inc.  
704 Challenger Way  
Forked River, NJ 08731

**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 25<sup>th</sup> day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk



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

**WHEREAS**, the Police Department has requested that the Township Council authorize the disposition of recovered property currently in the possession of Manchester Township; and

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

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

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

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

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

**CERTIFICATION**

I, Sabina T. Skibo, Township Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council at a meeting held on the **25<sup>th</sup> day of June 2012**.

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

**SCHEDULE A – 3 pages**  
**MANCHESTER TOWNSHIP - GOV DEALS PROPERTY**  
**MISCELLANEOUS PROPERTY FOR AUCTION**

New York Yankees Autographed Baseball – Year unknown  
Antique Coins Lincoln Head Cent 1909-1943  
Antique Coins Mercury Head Dime Collection 1916-1945 - 16 coins  
Franklin Half Dollars 1948-1963 - 2  
Flying Eagle & Indian Head Cent Collection 1857-1909 13 Coins  
Kennedy Half Dollars – 1964-1985 - 16 coins  
Liberty Walking Half Dollar 1937-1947 11 coins  
Silver American Eagle 1986  
Gold Liberty One Dollar 2000  
1891 Silver Dollar  
1890 Silver Dollar  
Liberty unknown  
1997 Liberty Silver Dollar  
1883 Silver dollar  
1922 Liberty Silver Dollar  
1980 Susan B Anthony Dollar Coins – 6  
Colibri Pocket Watch & Knife Set  
Joe DiMaggio Albums – Mint Condition 1942-1951  
103- Topps Baseball Cards  
79 – Assorted Stamps  
Rampage AM/FM/MPX Radio w/CD Player Mod/ACD-12 SER/OPC3039010011287  
Sharp Digital Viewcam VL-NZ50 SER/210375018  
Elvis Presley Doll from Danbury Mint  
1977 U.S. Proof Coin Set  
Palm One Tungsten w/case SER/PN5BMCN4V0CU  
Assorted Tops 1991 Stadium club Football Cards  
7 – Assorted Football Cards  
107 – Assorted Baseball Cards  
12 pcs – Assorted Bracelet Jewelry  
15 pcs – Assorted Gold Jewelry  
20 pcs – Assorted Gold Jewelry  
9 – Necklaces  
5 – Bracelets  
8 – Imitation Pearl Necklaces  
32 pcs – Assorted Jewelry  
18 pcs – Assorted Rings  
12 – Earring Sets  
5 – Pocket Watches  
6 – Watch Faces  
11 – Woman's Watches  
13 – Men's Watches including 3 – Fossil  
Fossil Purse  
Aurora Oversize Golf Club – 6-Iron  
Assorted coins

### COMIC BOOKS

Marvel - Heart of the Hawk Darkhawk Part 1 of 6 10 Dec – plastic sleeve

Marvel - Darkhawk 8 Oct – in plastic sleeve

Darkhorse – Darkhorse Comics 4 Nov – in plastic sleeve

Deathlok – Deathlok 2-1993 – in plastic sleeve

Marvel – Force Works Killer First Issue 1-Jul – in plastic sleeve

Marvel – The New Warriors 14-Aug – in plastic sleeve

DC – Armageddon Inferno 1 Apr 92 – not in plastic sleeve

DC Back From the Dead The Adventures of Superman 1993 – in plastic sleeve

Marvel – (2) The Adventures of Cyclops & Phoenix 1-May – Not in plastic sleeve

Dark Horse Hollywood – (2) The Young Indiana Jones Chronicles No. 1 – in plastic sleeve

Marvel – The Wedding of Dracula – 1-Jan – In plastic sleeve

Marvel – (2) Special Collector's Issue – A Rise Of All The Midnight Sons Morbius  
1-Sept Part 3 of 6 – in plastic sleeve

Marvel – The Punisher Armory Vol 3 – in plastic sleeve

Marvel – The Punisher The Predator Becomes The Prey 49-Jul – In plastic sleeve

Marvel – The Punisher Back To School Special # 1 – in plastic sleeve

Marvel – The Punisher Eradikation Direct Edition 6-1993 – in plastic sleeve

Marvel – Rise Of The Midnight Sons Nightstalker Special Collector's Item Issue 1-Nov Part 5 of 6  
In plastic sleeve

Marvel – X-Force The Brotherhood Reborn 5-Dec – in plastic sleeve

Marvel – X-Force Among Us Walks The Juggernaut 3-Oct – in plastic sleeve

Marvel – X-Force Sabotage X-over Part 2 4-Nov – in plastic sleeve

Marvel – (3) X-Force The Blood Hunters 2-Sept – in plastic sleeve

Marvel – The Punisher War Zone Closer To The Flame 4- June – in plastic sleeve

Marvel – The Punisher War Zone 3-May – in plastic sleeve

Marvel – (3) The Punisher War Zone # 1-Mar – (1) in plastic sleeve – (2) not

Marvel – The Punisher War zone Journal –Jan-50 – in plastic sleeve

Marvel – (2) The Punisher War Zone Nothing To Lose 3-July – 1 in plastic sleeve (1-not)

Marvel – (3) The Punisher War Zone Blood In The Water 2-Apr – (2) in plastic sleeve – 1-not

### **COMIC BOOKS – CONTINUED**

- Marvel – Ghost Rider and X-Men 26-June – in plastic sleeve
- Marvel – Ghost Rider Guest Starring The Incredible Hulk 49-May – not in plastic sleeve
- Marvel – Ghost Rider Rise Of The Midnight Sons 31-Nov Special Collectors Item – in plastic sleeve
- Marvel – (2) The Original Ghost Rider 1-July – 1 in plastic sleeve – 1-not
- Marvel – Ghost Rider What If Barbara Ketch Had Become 45-Jan – in plastic Sleeve
- Marvel – (2) Silver Sable & Wild Pack Guest Starring The Amazing Spiderman – in plastic sleeve
- Marvel – The Silver Surfer When Nightmares Come True 56 Early Oct – in plastic sleeve
- Marvel – The Silver Surfer Legacy 6-1993 – in plastic sleeve
- Marvel – (2) Clive Barker's The Harrowers Raiders Of The Abyss 1-Dec – in plastic sleeve
- Marvel – Wolverine & Venom 122 – in plastic sleeve
- Marvel – Alpha fight Introducing Weapon Omega 102-Nov – not in plastic sleeve
- Marvel – (3) Stryfes Strike File An-X-cutioner Song Addendum # 1 – in plastic sleeve
- Marvel – (2) Gambit & Bishop X-Men 8-May – 1-in plastic sleeve (1) not
- Marvel – (2) Spiderman Hobgoblin Caught In The Spider's Web 260-Apr – 1-in plastic sleeve –(1) not
- Marvel – Spiderman What Is The Mutant Factor 15-Oct – in plastic sleeve
- Marvel – Web of Spiderman Hobgoblin Reborn Part Two – in plastic sleeve
- Now Comics – Married With Children – 1-Jul –in plastic sleeve

### **Sports Pages Book**

Beckett Hockey Magazine Oct 1990

Starting Lineup Figurines – Brett Favre

Starting Lineup Figurines – Brett Favre

Starting Lineup Figurines – Mark McGuire

Starting Lineup Figurines – Classic Doubles Brett Favre & Drew Bledsoe

Starting Lineup Figurines – Classic Doubles Brett Favre & John Elway

DRAFT

#12-213

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE EXPIRATION OF A MAINTENANCE BOND  
FOR A PROJECT KNOWN AS AMSTERDAM AVENUE EXTENSION  
BLOCKS 1.324, 1.328 & 1.329, LOTS VARIOUS**

**WHEREAS**, a Maintenance Bond #5024332 was posted by Danitom Development for a project known as Amsterdam Avenue Extension\Block 1.324, 1.328 & 1.329 Lots Various; and,

**WHEREAS**, under date of June 6, 2012, the Township Engineer did recommend that the Maintenance Bond be allowed to expire; and,

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

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

1. That the Maintenance Bond #5024332 be allowed to expire.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Township Engineer;
  - B. Michael Guerra  
Danitom Development  
120 Route 17 North  
Paramus, NJ 07801
  - 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 by the Township Council of said Township at a meeting held on the 25<sup>th</sup> day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE EXPIRATION OF A MAINTENANCE BOND FOR A PROJECT  
KNOWN AS WHITING COMMONS SHOPPING CENTER \BLOCK 109 LOT 1.03**

**WHEREAS**, a Maintenance Bond #104688487 was posted by Ronco Development for a project known as Whiting Commons Shopping Center\Block 109 Lot 1.03; and,

**WHEREAS**, under date of June 13, 2012, the Township Engineer did recommend that the Maintenance Bond be allowed to expire; and,

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

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

1. That the Maintenance Bond #104688487 be allowed to expire.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Township Engineer;
  - B. Ronald Rusk  
Ronco Development  
206 Heron Court, P.O. Box 422  
Washington Crossing, PA 18977
  - 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 by the Township Council of said Township at a meeting held on the 25<sup>th</sup> day of June 2012.

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Sabina T. Skibo, RMC  
Township Clerk

#12-215

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPROVING RENEWAL OF A PLENARY RETAIL  
CONSUMPTION LICENSE FOR  
AMRS LIQUOR HOLDINGS, LLC T/A TIPPERARY PUB**

**WHEREAS**, an application has been duly filed and the required State of New Jersey filing fee of \$200.00 and municipal fee of \$2,500.000 covering said application for renewal of a Plenary Retail Consumption License effective July 1, 2012 to June 30, 2013, by AMRS Liquor Holdings, LLC t/a Tipperary Pub (License No. 1518-33-003-006) for premises at 2313 Route 547; and

**WHEREAS**, the applications have been duly answered to the requirements of the Rules and Regulations of the Laws of the Alcoholic Beverage Control, and meets the approval of the Township Council of the Township of Manchester, County of Ocean.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester that renewal of the Plenary Retail Consumption License for AMRS Liquor HOLDINGS, LLC t/a Tipperary Pub is hereby approved.

**BE IT FURTHER RESOLVED** that the Clerk is hereby authorized to issue the required license.

**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 25<sup>th</sup> day of June 2012.

---

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

DRAFT

#12- 216

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPROVING A CAMPGROUND LICENSE FOR  
SURF & STREAM CAMPGROUND**

**WHEREAS**, Riverside at Manchester, LLC t/a Surf & Stream Campground, 1801 Ridgeway Road, Toms River, New Jersey has applied for a Campground License by submitting all required paperwork and necessary fees; and,

**WHEREAS**, the Campground has been inspected by the Manchester Township Department of Inspections and is found be in substantial compliance with Township Ordinances regulating same; and,

**WHEREAS**, taxes have been paid for the 2012 year and the application is in order.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, Count of Ocean, State of New Jersey, that the Campground License for Surf & Stream is hereby approved for the year 2012.

**CERTIFICATION**

I, Sabina T. Skibo, Clerk of the Township of Manchester, County of Ocean, State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Township Council at a meeting on the 25<sup>th</sup> day of June 2012.

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



DRAFT

#12-217

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

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

1. That the **Regular Meetings** of the Township Council will be held on the second and fourth Mondays, at 6:00 P.M., unless otherwise noted, on the following dates for the remainder of the year 2012.

July 9, July 23, August 13, August 27, September 10, September 24,  
October 9 (Tuesday), October 22, November 13 (Tuesday), November 26,  
December 10, 2012.

2. That all meetings will be held in the Town Hall, One Colonial Drive, Manchester Township, New Jersey. Formal legal action may be taken by the Township Council at such meetings of the Township Council.

**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 **25th** day of **June, 2012**.

---

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

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF STEVEN A. ZABARSKY OF THE FIRM  
OF CITTA, HOLZAPFEL & ZABARSKY  
AS MUNICIPAL PROSECUTOR PURSUANT TO AND IN  
ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.**

**WHEREAS**, the Township of Manchester has received bids in accordance with N.J.S.A. 19:44A-20.4 et seq. for professional services; and,

**WHEREAS**, N.J.S.A. 19:44A-20.5 et seq. provides the procedure for soliciting proposals through a “fair and open process”; and,

**WHEREAS**, the Township Council of the Township of Manchester has elected to select and appoint its professionals through the “fair and open process”; and,

**WHEREAS**, the Township Council desires to appoint Steven A. Zabarsky of the firm of Citta, Holzapfel & Zabarsky to the position of Municipal Prosecutor; and,

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is as set forth in the TY 2012 Municipal Budget for legal services; and,

**WHEREAS**, the “New Jersey Local Unit Pay to Play” Law, N.J.S.A. 19:44A-20.4 et seq., requires that the resolution authorizing the award of a contract for "Professional Services" and the contract itself must be made available for public inspection; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the year TY 2012 budget and will be available in the final budget when adopted under:

Municipal Prosecutor - Legal Department; and,

**WHEREAS**, Steven A. Zabarsky of the firm of Citta, Holzapfel & Zabarsky has submitted a proposal in accordance with the “Pay to Play” Law; and,

**WHEREAS**, the Township Council is satisfied with the terms of the proposed form of contract aforesaid.

**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 Steven A. Zabarsky of the firm of Citta, Holzapfel & Zabarsky be an hereby is hereby appointed Municipal Prosecutor to perform all necessary prosecuting services during the year 2012 six month Transitional Municipal Budget.

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2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to an agreement with Steven a. Zabarsky of the firm of Citta, Holzapfel & Zabarsky.

3. That the contract to be entered into is awarded through the "fair and open process" as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Pay to Play Law.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Manchester.

5. That this resolution shall take effect July 1, 2012 through December 31, 2012.

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

- A. Administrator;
- B. Chief Financial Officer;
- C. Steven A. Zabarsky

#### **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 **25<sup>th</sup> day of June 2012**.

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Sabina T. Skibo, RMC  
Township Clerk