



**MANCHESTER TOWNSHIP  
COUNCIL MEETING AGENDA  
October 25, 2021  
6:00 PM**

**DRAFT**

**1. CALL TO ORDER**

**2. STATEMENT:**

Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was advertised in the Asbury Park Press, Star Ledger and was posted in the lobby of the municipal building.

**3. FLAG SALUTE**

**4. ROLL CALL**

**5. PROCLAMATIONS**

Emergency Manager of the Year 2020 Arthur Abline  
K9 Storm Retirement Proclamation

**6. APPROVAL OF MINUTES**

Regular Meeting Minutes - October 12, 2021

**7. SUBMISSION OF BILLS**

- #21-406 Current Fund
- #21-407 Utility Fund - ESA
- #21-408 Utility Fund - WSA

**8. AUDIT**

#21-409 Certifying as to Receipt and Review of CY 2020 Audit

**9. BEST PRACTICES CHECKLIST**

**10. ORDINANCES – First Reading & Introduction**

#21-40 Amending Ordinance #21-21

**11. 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**

#21-410 Authorizing the Transfer of Tax Sale Premiums Over Five Years Old From the Tax Sale

- Redemption Account to the General Fund as Requested by the Tax Collector
- #21-411 Authorizing to Move Unreturned Vouchers to the General Fund
  - #21-412 Authorizing the Tax Collector to Cancel Taxes as to Block 38.48 Lot 608.03, 608C Sheffield Drive For A Totally Disabled Veteran
  - #21-413 Authorizing the Tax Collector to Cancel Taxes as to Block 52.36 Lot 3, 14 Mansfield Avenue For A Totally Disabled Veteran
  - #21-414 Cancelling Unexpended General Capital Improvement Authorizations

#### **B. PURCHASING**

- #21-415 Authorizing Police Vehicle Emergency Accessories Contract to Elite Emergency Lights

#### **C. MISCELLANEOUS**

- #21-416 Authorizing the Disposition or Salvage of Vehicles and Equipment in Possession of the Township at Auction on Govdeals.com
- #21-417 Authorizing the Disposition or Salvage of Vehicles and Equipment in Possession of the Township at Auction on Govdeals.com
- #21-418 Approving the Adoption of Revised Employee Handbook

#### **12. REPORTS**

#### **13. PUBLIC COMMENT**

#### **14. EXECUTIVE SESSION**

- #21-419 Executive Session - Contract Negotiations

#### **15. ADJOURNMENT**

Township of Manchester  
Office of the Mayor

# Proclamation

EMERGENCY MANAGER OF THE YEAR 2020  
ARTHUR ABLINE

**WHEREAS**, Each year, the New Jersey Emergency Preparedness Association (NJEP) selects and recognizes an "Emergency Manager of the Year" at their Annual Conference to honor an individual or program that embodies the values and leadership displayed by the late Emergency Coordinator Kevin H. Tuno during his 35 years of service to the Emergency Management Community in New Jersey; and

**WHEREAS**, Due to the COVID-19 Pandemic, the 2020 NJEP Annual Conference was cancelled and postponed until fall of 2021; and

**WHEREAS**, Art Abline is the recipient of the 2020 NJEP Kevin H. Tuno Emergency Manager of the Year Award in recognition of his long-term commitment to, and positive influence on the Emergency Management Profession; and

**WHEREAS**, Art began his career at Manchester Township as a Dispatcher in 1977 and became the Emergency Management Coordinator in 1984; and

**WHEREAS**, throughout his professional career, Art has considered the safety and well-being of everyone in Manchester Township a top priority; and

**WHEREAS**, Art is a New Jersey Certified Emergency Manager and has completed the "Emergency Manager 1" sixteen-week training course; and

**WHEREAS**, In conjunction with the New Jersey State Forest Fire Service, Art helped to form the Manchester Township Wildfire Safety Council to coordinate wildfire prevention efforts within the Township; and

**WHEREAS**, Art has been involved in every FEMA declared disaster in Manchester Township since 1984, including Hurricane Irene which resulted in substantial flooding, the loss of 16 apartments in the Cedar Glen Homes area, a bridge failure and the opening of a shelter to house evacuees; and Super Storm Sandy which resulted in extensive power outages for several weeks, flooding, numerous traffic light outages and the opening of Points of Dispensing (POD) at two different locations for a total of three weeks; and

**WHEREAS**, Art was the Incident Commander for the following major incidents in the Township: the Explosion and Fire at Reade Manufacturing on September 29, 2000; the Explosion and Fire at The Pines at Whiting on August 2, 2005; and the Forest Fire in the Wynnewood Development on April 4, 1995; and

**WHEREAS**, Art is, without a doubt, worthy of this honorary title.

**NOW, THEREFORE, BE IT PROCLAIMED** that I, Robert A. Hudak, Mayor of the Township of Manchester, on this 25th day of October, 2021, wish to congratulate Art Abline on this prestigious award and to thank him for his continued dedication to emergency preparedness efforts in the Emergency Management Community and to the Township of Manchester.

---

ROBERT A. HUDAK, Mayor  
Manchester Township

Township of Manchester  
Office of the Mayor

# Proclamation

**DRAFT**

**In Recognition of K-9 Storm's Service  
to the Township of Manchester**

**WHEREAS**, K-9 Storm, a black German Shepherd, joined the Manchester Township Police Department on January 23, 2015, having been imported from the Netherlands as a 19-month old by the Green Leaf Pet Resort/Shelly's School for Dogs; and

**WHEREAS**, K-9 Storm received his name after Officer Marc Micciulla, a Manchester Police D.A.R.E. Officer, solicited suggestions from his 5th grade students; and

**WHEREAS**, At no cost to the taxpayers, K-9 Storm was purchased from Manchester's Law Enforcement Trust Account, a fund comprised of revenue generated from seized and forfeited assets; and

**WHEREAS**, Dogs play a crucial role in patrol operations throughout Manchester Township and K-9 Storm served as a Dual Purpose K-9 trained in the areas of police patrol operations, such as tracking and locating missing persons, suspects and evidence, as well as in narcotics detection; and

**WHEREAS**, K-9 Storm and Officer Micciulla graduated from the New Jersey Police K-9 Association's 16-week Patrol Class #12 on June 26, 2015, and 12-week Scent Class #12 on January 8, 2016 where K-9 Storm was trained in the detection of marijuana, heroin, cocaine, crack, methamphetamine and ecstasy; and

**WHEREAS**, During his tenure, K-9 Storm responded to 70 Officer Protection Calls, performed 23 Building Searches, 45 Tracks, 25 Search Warrants, and 180 Narcotic Sniffs/Searches; and assisted with the seizure of narcotics with a street value of \$250,000; \$90,000 in cash; 46 vehicles; and two firearms; and

**WHEREAS**, K-9 Storm has tracked numerous robbery and burglary suspects, missing persons, and assisted with major investigations, including a search warrant on an exterior sniff of multiple vehicles and residences that led to the seizure of four vehicles and discovery of approximately 1,250 wax folds of heroin, 900 pills, crack cocaine and \$38,654 in cash; and

**WHEREAS**, Outside of the Manchester Township Police Department, K-9 Storm has assisted other law enforcement agencies including Lakehurst, Lakewood, Jackson, Toms River, Plumsted, Pemberton, Joint Base McGuire-Dix-Lakehurst, the Drug Enforcement Administration, and the Bureau of Alcohol, Tobacco, Firearms and Explosives; and

**WHEREAS**, Following his impressive career of more than six years with the Manchester Township Police Department, K-9 Storm began his well-deserved retirement on October 7, 2021.

**NOW, THEREFORE, BE IT PROCLAIMED**, that I, Robert A. Hudak, Mayor of the Township of Manchester, together with Chief Robert Dolan and the Township Council, on this 25th day of October, 2021, wish to acknowledge the contributions that K-9 Storm has made to the citizens of Manchester Township.

---

ROBERT A. HUDAK, Mayor  
Manchester Township



**DRAFT**

# 21 - 406  
October 25, 2021

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

BE IT RESOLVED by the Township Council of the Township of Manchester that the following bills on the list hereto be paid; the Chief Financial Officer is hereby authorized and directed to draw checks for the payment of same as and when funds are available.

**SUMMARY**

Current Fund	\$	6,980,782.43
Capital Fund	\$	.432,348.32
Escrows	\$	-
Affordable Housing Trust Fund	\$	-
Animal Control Fund	\$	132.60
Drug Enforcement Fund	\$	
N.J. Unemployment Trust	\$	532.50
Public Assistance Discretionary Trust	\$	
Public Assistance Trust Fund I	\$	
Municipal Alliance Discretionary Trust	\$	
Manchester Day Trust Fund	\$	
Public Defender Trust Fund	\$	
Recreation Trust Fund	\$	100.00
Open Space Trust Fund	\$	468,302.44
Manchester - Lakehurst Borough Construction Code Fund	\$	<u>1,191.00</u>
	\$	<u><u>7,883,389.29</u></u>

CERTIFICATION:



Diane Lapp  
Chief Financial Officer

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

Craig Wallis  
Council President

\_\_\_\_\_  
Sabina T Martin  
Township Clerk

DRAFT

BILL LIST ADDENDUM

October 25, 2021

# 21 - 406

CAPITAL FUND

\$ 0.00

CURRENT FUND

PAYROLL WEEK ENDING 10/15/2021

748,045.57

NJ Motor Vehicle	Title	check #67292	60.00
Municipal	September Fees	Check #756	33.73
Authorize.net	September Rec Desk Fees	CHK #755	9.86
Manchester Board of Ed	Current Expenses	Chk #67291	3,998,592.19
State Health Benefits Plan	Active Employees-September	eft	303,557.29
State Health Benefits Plan	Retired Employees-September	eft	74,355.39
State Health Benefits Plan	Active Employees-October	eft	303,557.29
State Health Benefits Plan	Retired Employees-October	eft	74,355.39

\$ 5,502,566.71

SPECIAL ESCROW TRUST FUND

OFF DUTY WEEK ENDING 10/15/2021

Chk #2833 12,218.28

OFF DUTY WEEK ENDING 10/29/2021

Chk #2836 11,478.18

COLLIERS ENGINEERING	ESCROW INVOICES	Chk #2837	22,547.26
CARAFELLI & REID LLC	INVOICE #1378	Chk #2838	915.00
GREGORY J HOCK	INVOICE 8/13-9/7	Chk #2839	390.00
T & M Associates	Various Developer Escrows	Chk #2840	3,848.25
Aaron Developers	Release of Escrow	Chk # 2841	82.00

\$ 51,478.97

OPEN SPACE TRUST FUND

\$ 468,302.44

October 21, 2021  
01:37 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

**DRAFT** Page No: 1

Range of Checking Accts: 01 CURRENT to 01 CURRENT Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
01 CURRENT		Current Fund Account			
67383	10/14/21	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL	750,469.13		6712
67384	10/19/21	AUTH005 AUTHORIZE.NET	9.86		6730
67385	10/25/21	AACAD005 A-ACADEMY OF SOUTH JERSEY INC	700.00		6744
67386	10/25/21	ACTIO030 ACTION UNIFORM CO LLC	108.00		6744
67387	10/25/21	ADARR005 ADARR, INC	985.60		6744
67388	10/25/21	ALLHA005 ALL HANDS FIRE EQUIPMENT LLC	3,579.83		6744
67389	10/25/21	ALTER005 ALTERNATIVE MICROGRAPHICS INC	266.16		6744
67390	10/25/21	AMAZON01 AMAZON CAPITAL SERVICES INC	203.82		6744
67391	10/25/21	AMERIO65 AMERICAN WEAR, INC.	760.62		6744
67392	10/25/21	AMPCO005 AMP-CO ELECTRICAL, INC.	329.95		6744
67393	10/25/21	ANIMA015 ANIMAL DAMAGE CONTROL SYS. LLC	2,040.00		6744
67394	10/25/21	ANTONO10 ANTONIO ELLIS	87.98		6744
67395	10/25/21	ASBUR005 ASBURY PARK PRESS	240.00		6744
67396	10/25/21	ATLAS005 ATLAS WELDING SUPPLY CO. INC.	75.60		6744
67397	10/25/21	AUTOM010 AUTOMATIC PROTECTION	325.00		6744
67398	10/25/21	BARON005 BARONES PET SUPPLY & FEED LLC	61.99		6744
67399	10/25/21	BLAZE005 BLAZE EMERGENCY EQUIP CO LLC	2,070.95		6744
67400	10/25/21	BUILD005 BUILDER'S GENERAL SUPPLY CO IN	211.26		6744
67401	10/25/21	CAROL025 CAROL ORDEMANN	200.00		6744
67402	10/25/21	CASSA005 CASSANDRA COLGATE	200.00		6744
67403	10/25/21	CITTA005 CITTA, HOLZAPFEL & ZABARSKY	612.50		6744
67404	10/25/21	CLEAR015 CLEAR STAR MEDIA GROUP, LLC	1,350.00		6744
67405	10/25/21	COLLI005 COLLIER'S ENGINEERING	2,664.90		6744
67406	10/25/21	COMCA015 COMCAST BUSINESS	528.23		6744
67407	10/25/21	COMCA025 COMCAST	691.77		6744
67408	10/25/21	COMCA025 COMCAST	22.53		6744
67409	10/25/21	COMCA025 COMCAST	109.57		6744
67410	10/25/21	COMCA025 COMCAST	240.15		6744
67411	10/25/21	COMCA025 COMCAST	17.97		6744
67412	10/25/21	CONTI005 CONTINENTAL FIRE & SAFETY, INC	688.00		6744
67413	10/25/21	CRAFT015 CRAFTMASTER HARDWARE, LLC	1,051.00		6744
67414	10/25/21	CREST075 CRESTON HYDRAULICS, INC	791.94		6744
67415	10/25/21	CUSTO010 CUSTOM-BANDAG, INC.	1,108.47		6744
67416	10/25/21	DASTI005 DASTI, MURPHY MCGUCKIN, ULAKY,	2,415.00		6744
67417	10/25/21	DOWNSO05 DOWNS FORD, INC.	635.91		6744
67418	10/25/21	EAGLE005 EAGLE POINT GUN	1,740.00		6744
67419	10/25/21	EARLE005 EARLE ASPHALT COMPANY	74.40		6744
67420	10/25/21	EASTC005 EAST COAST EMERGENCY	906.30		6744
67421	10/25/21	ELITE015 ELITE EMERGENCY LIGHTS LLC	12,779.50		6744
67422	10/25/21	ENTEN005 ENTENMANN ROVIN COMPANY	502.50		6744
67423	10/25/21	FCAUTO05 F & C AUTOMOTIVE SUPPLY INC	1,033.44		6744
67424	10/25/21	FEDER005 FEDERAL EXPRESS CORPORATION	24.48		6744
67425	10/25/21	FLEET015 FLEETPRIDE, INC	517.28		6744
67426	10/25/21	FTDEA005 DEARBORN LIFE INSURANCE CO	754.05		6744
67427	10/25/21	GARDE045 GARDEN STATE PRECAST, INC	5,947.99		6744
67428	10/25/21	GOODF005 GOOD FRIEND ELECTRICAL	470.80		6744
67429	10/25/21	GREEN010 GREEN LEAF PET RESORT &	325.00		6744
67430	10/25/21	GROFF010 GROFF TRACTOR HOLDINGS, LLC	99.96		6744
67431	10/25/21	HADEH005 H.A DEHART & SON, INC	129.10		6744

DRAFT

check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
01	CURRENT	Current Fund Account	Continued		
67432	10/25/21	HENDE005 HENDERSON LABS , INC	1,348.00		6744
67433	10/25/21	HENRY030 HENRY SCHEIN, INC.	6,732.66		6744
67434	10/25/21	HIERI005 HIERING, GANNON & MCKENNA	97.65		6744
67435	10/25/21	JANET030 JANET KREHELY	200.00		6744
67436	10/25/21	JASON015 JASON HENRY	35.02		6744
67437	10/25/21	JCPL0005 J C P & L	21,019.51		6744
67438	10/25/21	JERRY015 JERRY'S AUTO BODY, LLC	5,637.00		6744
67439	10/25/21	JERSE015 JERSEY ELEVATOR COMPANY, INC	368.57		6744
67440	10/25/21	JESCO005 JESCO, INC.	693.73		6744
67441	10/25/21	JOHNC025 JOHN C. RITCHEY	698.08		6744
67442	10/25/21	JOHNC030 JOHN CORSI	85.00		6744
67443	10/25/21	JOHNS010 JOHNSON & TOWERS, LLC	679.74		6744
67444	10/25/21	LAKEH015 LAKEHURST DINER	22.98		6744
67445	10/25/21	LAKEH025 LAKEHURST LAWNMOWER	4,082.66		6744
67446	10/25/21	LANGU005 LANGUAGE LINE SERVICES INC	34.00		6744
67447	10/25/21	LAURE025 LAUREN FRAZEE	49.94		6744
67448	10/25/21	LOBELO005 LOBELLO ISSAKOV NAPA LLC	364.88		6744
67449	10/25/21	LOWES010 LOWES HOME CENTERS, INC.	0.00	10/25/21 VOID	0
67450	10/25/21	LOWES010 LOWES HOME CENTERS, INC.	4,733.55		6744
67451	10/25/21	MANCH051 MANCHESTER TOWNSHIP	150,000.00		6744
67452	10/25/21	MANCH052 MANCHESTER TOWNSHIP	421,699.00		6744
67453	10/25/21	MARSH005 MARSHALL & SWIFT	1,399.95		6744
67454	10/25/21	MAVIS005 MAVIS TIRE SUPPLY, LLC	50.00		6744
67455	10/25/21	MHSLI005 MHS LIFT	4,598.33		6744
67456	10/25/21	MICHA165 MICHAEL J HICKEY SR.	283.90		6744
67457	10/25/21	MONMO025 MONMOUTH COUNTY POLICE ACADEMY	1,000.00		6744
67458	10/25/21	NJADV005 NJ ADVANCE MEDIA	18.60		6744
67459	10/25/21	NJMOT010 NJ MOTOR VEHICLE COMMISSION	60.00		6744
67460	10/25/21	NJNAT005 NJ NATURAL GAS CO.	1,100.20		6744
67461	10/25/21	OCEAN040 OCEAN COUNTY CLERK	64.00		6744
67462	10/25/21	OCEAN090 OCEAN COUNTY RECYCLING	437.86		6744
67463	10/25/21	OFFIC035 OFFICE BASICS, INC.	2,789.44		6744
67464	10/25/21	OXYGE005 OXYGEN SUPPLY CO., INC	493.00		6744
67465	10/25/21	OZANE005 OZANE TERMITE AND	2,440.00		6744
67466	10/25/21	PERLM005 PERLMART OF MANCHESTER, INC.	6.83		6744
67467	10/25/21	PRINC005 PRINCIPAL FINANCIAL GROUP	504.69		6744
67468	10/25/21	RICHA010 RICHARD CHEVRIER	150.00		6744
67469	10/25/21	RICOH010 RICOH USA, INC	1,489.11		6744
67470	10/25/21	RIGGI005 RIGGINS, INC.	8,272.95		6744
67471	10/25/21	ROBER210 ROBERT THOMAS	200.00		6744
67472	10/25/21	RONAL085 RONALD DRANEY	2,192.11		6744
67473	10/25/21	SIGNA005 SIGN A RAMA	2,430.00		6744
67474	10/25/21	SITEO005 SITEONE LANDSCAPE SUPPLY,LLC	72.26		6744
67475	10/25/21	SJSHO005 SJSHORE MARKETING LLC	500.00		6744
67476	10/25/21	STAPL010 STAPLES BUSINESS ADVANTAGE	237.15		6744
67477	10/25/21	SUSAN035 SUSAN PENNY KOMBLUM	745.16		6744
67478	10/25/21	TRANS010 TRANSUNION RISK & ALTERNATIVE	229.80		6744
67479	10/25/21	TREAS015 TREASURER STATE OF NEW JERSEY	14,209.00		6744
67480	10/25/21	ULINE005 ULINE, INC	391.92		6744
67481	10/25/21	USMUN010 U.S. MUNICIPAL SUPPLY, INC	1,778.33		6744
67482	10/25/21	VERIZ030 VERIZON WIRELESS	8,390.40		6744
67483	10/25/21	VERIZ035 VERIZON	348.52		6744

October 21, 2021  
01:37 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
01	CURRENT	Current Fund Account	Continued		
67484	10/25/21	WBMAS005 WB MASON CO INC	515.31		6744
67485	10/25/21	WELLS065 WELLS FARGO VENDOR FIN.SERVICE	138.21		6744
67486	10/25/21	WINDS010 WINDSTREAM HOLDINGS, LLC	321.23		6744
67487	10/25/21	ZOLLD005 ZOLL DATA SYSTEMS, INC	617.00		6744
<b>Checking Account Totals</b>					
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
		Checks:	104	1	1,478,215.72
		Direct Deposit:	0	0	0.00
		Total:	104	1	1,478,215.72
<b>Report Totals</b>					
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
		Checks:	104	1	1,478,215.72
		Direct Deposit:	0	0	0.00
		Total:	104	1	1,478,215.72

October 21, 2021  
01:37 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

Page No: 4

DRAFT

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND:	1-01	1,011,720.80	0.00	438,845.27	1,450,566.07
	G-01	27,649.65	0.00	0.00	27,649.65
Total of All Funds:		<u>1,039,370.45</u>	<u>0.00</u>	<u>438,845.27</u>	<u>1,478,215.72</u>

October 21, 2021  
12:44 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Range of Checking Accts: 04 GEN CAPITAL to 04 GEN CAPITAL Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
04 GEN CAPITAL		Capital Account			
2707	10/25/21	ALLHA005 ALL HANDS FIRE EQUIPMENT LLC	246.99		6745
2708	10/25/21	BLAZE005 BLAZE EMERGENCY EQUIP CO LLC	9,565.15		6745
2709	10/25/21	CENTE010 CENTER STATE ENGINEERING	7,562.50		6745
2710	10/25/21	GROFF010 GROFF TRACTOR HOLDINGS, LLC	213,324.68		6745
2711	10/25/21	WATCH010 WATCHGUARD VIDEO, INC.	201,649.00		6745

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	432,348.32	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	432,348.32	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	432,348.32	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	432,348.32	0.00

DRAFT

October 21, 2021  
12:44 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL CAPITAL:	C-04	432,348.32	0.00	0.00	432,348.32
Total of All Funds:		<u>432,348.32</u>	<u>0.00</u>	<u>0.00</u>	<u>432,348.32</u>

---

October 21, 2021  
12:51 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Range of Checking Accts: 12 ANIMAL to 12 ANIMAL      Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks      Report Format: Super Condensed      Check Type: Computer: Y      Manual: Y      Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
12 ANIMAL		Animal Control Account			
2191	10/25/21	NJDEP005 NJ DEPT HEALTH & SR. SERVICES	59.40		6746
2192	10/25/21	NJDEP100 NJ DEPT OF HEALTH & SR. SVCS	73.20		6746

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	132.60	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	132.60	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	132.60	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	132.60	0.00

October 21, 2021  
12:51 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
ANIMAL CONTROL	1-12	0.00	0.00	132.60	132.60
Total of All Funds:		<u>0.00</u>	<u>0.00</u>	<u>132.60</u>	<u>132.60</u>

---

October 21, 2021  
01:04 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

**DRAFT** Page No: 1

Range of Checking Accts: 21 UNEMPLOYMENT to 21 UNEMPLOYMENT Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
21 UNEMPLOYMENT		New Jersey Unemployment Trust			
1162	10/25/21	STATE020 STATE OF NEW JERSEY DEPT LABOR	532.50		6748

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	532.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	532.50	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	532.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	532.50	0.00

DRAFT

October 21, 2021  
01:04 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

Page No: 2

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
NJ UNEMPLOYMENT TRUST	1-21	0.00	0.00	532.50	532.50
Total of All Funds:		<u>0.00</u>	<u>0.00</u>	<u>532.50</u>	<u>532.50</u>

October 21, 2021  
01:06 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Range of Checking Accts: 26 RECREATION to 26 RECREATION Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
26 RECREATION		Recreation Trust			
970	10/25/21	ERINB005 ERIN BERGEN	100.00		6749

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	100.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	100.00	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	100.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	100.00	0.00

October 21, 2021  
01:06 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
RECREATION TRUST	1-26	0.00	0.00	100.00	100.00
Total of All Funds:		<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>

---

October 21, 2021  
12:54 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

**DRAFT** Page No: 1

Range of Checking Accts: 15 OPEN SPACE to 15 OPEN SPACE Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
15	10/25/21	Open Space Trust TOWN0005 TOWNSHIP OF MANCHESTER	468,302.44		6747

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	468,302.44	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	468,302.44	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	468,302.44	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	468,302.44	0.00

October 21, 2021  
12:54 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
OPEN SPACE TRUST	1-15	0.00	0.00	468,302.44	468,302.44
Total of All Funds:		<u>0.00</u>	<u>0.00</u>	<u>468,302.44</u>	<u>468,302.44</u>

---

October 21, 2021  
01:06 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Range of Checking Accts: 28 MANLKST BOI to 28 MANLKST BOI Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
28		MANLKST BOI MANCHESTER LAKEHURST BOI			
1055	10/25/21	BOROU010 BOROUGH OF LAKEHURST	770.00		6750
1056	10/25/21	TREAS015 TREASURER STATE OF NEW JERSEY	421.00		6750

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	1,191.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	1,191.00	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	1,191.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	1,191.00	0.00

October 21, 2021  
01:06 PM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
MANCHESTER LAKEHURST SHRD SVC (BOI)	1-28	0.00	0.00	1,191.00	1,191.00
Total of All Funds:		<u>0.00</u>	<u>0.00</u>	<u>1,191.00</u>	<u>1,191.00</u>

---

DRAFT

# 21 - 407

**RESOLUTION AUTHORIZING PAYMENT OF BILLS**

**October 25, 2021**

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 -East	\$	104,420.51
Sewer Utility - East	\$	78,050.10
Utility Escrow - Water	\$	3,432.10
Utility Escrow - Sewer	\$	2,564.00
Sewer Utility Capital Fund	\$	-
Water Utility Capital Fund	\$	<u>102,893.08</u>
	\$	<u><u>291,359.79</u></u>

**CERTIFICATION:**

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

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

\_\_\_\_\_  
Sabina T Martin  
Township Clerk

DRAFT

UTILITY BILL LIST ADDENDUM

# 21 - 407

October 25, 2021

WATER OPERATING

PAYROLL WEEK ENDING 10/15/21  
PAYROLL WEEK ENDING 10/29/21

Pay 20

Chk #5999 24,378.10

Township of Manchester  
State of NJ

Utilities Portion of State Health Benefits Plan  
PWT 3rd Quarter

wire 15,046.02  
Chk #6009 2,949.08

\$ 42,373.20

SEWER OPERATING

PAYROLL WEEK ENDING 10/15/21  
PAYROLL WEEK ENDING 10/29/21

Pay 20

Chk #3676 24,874.25

Township of Manchester

Utilities Portion of State Health Benefits Plan

wire 15,340.26

\$ 40,214.51

WATER UTILITY ESCROW

Remington & Vernick Engineers

Escrow Invoices

Chk #1532 3,432.10

\$ 3,432.10

SEWER UTILITY ESCROW

Remington & Vernick Engineers  
Dasti, Murphy McGuekin, Ulaky, Koutsouris & Connors

Escrow Invoices  
Escrow Invoices

Chk #1532 2,020.00  
Chk #1533 544.00

\$ 2,564.00

WATER UTILITY CAPITAL FUND

\$ -

SEWER UTILITY CAPITAL FUND

\$ -

DRAFT

October 21, 2021  
10:49 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

Page No: 1

Range of Checking Accts: 05 WATER EAST to 05 WATER EAST Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
05 WATER EAST		Water Operating Fund			
6008	10/14/21	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL	24,634.18		6713
6009	10/19/21	STATE015 STATE OF N.J. - PWT	2,949.08		6729
6010	10/25/21	BRICK015 BRICK WALL CORP	530.92		6739
6011	10/25/21	HACHC005 HACH CHEMICAL CO.	201.68		6739
6012	10/25/21	JCPL0005 J C P & L	6,438.94		6739
6013	10/25/21	JOHND030 JOHN DICAPUA	112.50		6739
6014	10/25/21	LOWES010 LOWES HOME CENTERS, INC.	307.10		6739
6015	10/25/21	MIRAC005 MIRACLE CHEMICAL CO.	2,248.78		6739
6016	10/25/21	NJNAT005 NJ NATURAL GAS CO.	158.95		6739
6017	10/25/21	PYRZW005 PYRZ WATER SUPPLY CO., INC.	1,355.00		6739
6018	10/25/21	REMIN015 REMINGTON & VERNICK ENGINEERS	20,786.13		6739
6019	10/25/21	USABL005 USA BLUEBOOK	1,969.90		6739
6020	10/25/21	VERIZ030 VERIZON WIRELESS	354.15		6739

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	13	0	62,047.31	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	13	0	62,047.31	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	13	0	62,047.31	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	13	0	62,047.31	0.00

October 21, 2021  
10:49 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
WATER EAST FUND:	0-05	6,181.04	0.00	0.00	6,181.04
WATER EAST FUND:	1-05	55,753.77	0.00	112.50	55,866.27
Total of All Funds:		<u>61,934.81</u>	<u>0.00</u>	<u>112.50</u>	<u>62,047.31</u>

---

DRAFT

October 21, 2021  
10:54 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

Range of Checking Accts: 07 SEWER EAST to 07 SEWER EAST Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
07	SEWER EAST	Sewer Operating Account			
3680	10/14/21	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL	25,105.83		6714
3681	10/25/21	GOODF005 GOOD FRIEND ELECTRICAL	50.70		6740
3682	10/25/21	JCPL0005 J C P & L	1,250.76		6740
3683	10/25/21	NJWAT005 NJ WATER ASSOCIATION	370.00		6740
3684	10/25/21	REMIN015 REMINGTON & VERNICK ENGINEERS	1,312.50		6740
3685	10/25/21	SPRAG005 SPRAGUE OPERATING RESOURCES	9,745.80		6740

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	0	37,835.59	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	6	0	37,835.59	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	0	37,835.59	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	6	0	37,835.59	0.00

October 21, 2021  
10:54 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
SEWER EAST FUND:	1-07	37,835.59	0.00	0.00	37,835.59
Total of All Funds:		<u>37,835.59</u>	<u>0.00</u>	<u>0.00</u>	<u>37,835.59</u>

October 21, 2021  
10:55 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Range of Checking Accts: 06 WAT EAST CAP to 06 WAT EAST CAP Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
06 WAT EAST CAP		Water Capital Fund			
1090	10/25/21	DERST005 DERSTINE COMPANY,LLC	100,342.20		6743
1091	10/25/21	REMIN015 REMINGTON & VERNICK ENGINEERS	2,550.88		6743

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	102,893.08	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	102,893.08	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	102,893.08	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	102,893.08	0.00

October 21, 2021  
10:55 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
WATER EAST CAPITAL:	C-06	102,893.08	0.00	0.00	102,893.08
Total of All Funds:		<u>102,893.08</u>	<u>0.00</u>	<u>0.00</u>	<u>102,893.08</u>

---

October 21, 2021  
11:38 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Range of Checking Accts: 98 SPECIAL ESC to 98 SPECIAL ESC Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
98	SPECIAL ESC	Special Escrow Account			
2835	10/14/21	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL	10,662.50	10/14/21 VOID	6717 (Reason: wrong amount)
2836	10/14/21	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL	11,478.18		6718
2841	10/20/21	AARON005 AARON DEVELOPERS INC	82.00		6738
2837	10/25/21	COLLI005 COLLIERS ENGINEERING	22,547.26		6733
2838	10/25/21	CAFAR005 CAFARELLI & REID, LLC	915.00		6734
2839	10/25/21	GREGO015 GREGORY J HOCK	390.00		6735
2840	10/25/21	TMASS005 T & M ASSOCIATES	3,848.25		6736

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	1	39,260.69	10,662.50
Direct Deposit:	0	0	0.00	0.00
Total:	6	1	39,260.69	10,662.50

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	1	39,260.69	10,662.50
Direct Deposit:	0	0	0.00	0.00
Total:	6	1	39,260.69	10,662.50

DRAFT

October 21, 2021  
11:38 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

Page No: 2

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-98	0.00	0.00	39,260.69	39,260.69
Total of All Funds:		<u>0.00</u>	<u>0.00</u>	<u>39,260.69</u>	<u>39,260.69</u>

October 21, 2021  
11:40 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Page No: 1

Range of Checking Accts: 99 UTILITY ESC to 99 UTILITY ESC Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
99	UTILITY ESC	Utility Escrow Account			
1532	10/25/21	REMIN015 REMINGTON & VERNICK ENGINEERS	5,452.10		6732
1533	10/25/21	DASTI005 DASTI, MURPHY MCGUCKIN, ULAKY,	544.00		6737

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	5,996.10	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	5,996.10	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	5,996.10	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	5,996.10	0.00

October 21, 2021  
11:40 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-99	0.00	0.00	5,996.10	5,996.10
Total of All Funds:		<u>0.00</u>	<u>0.00</u>	<u>5,996.10</u>	<u>5,996.10</u>

DRAFT

# 21 - 408

October 25, 2021

**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	\$	108,895.47
Sewer Utility West	\$	39,866.71
Water Utility West Capital Fund	\$	-
Sewer Utility West Capital Fund	\$	-
	\$	<u>148,762.18</u>

CERTIFICATION:

  
\_\_\_\_\_

Diane Lapp  
Chief Financial Officer

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

Craig Wallis  
Council President

\_\_\_\_\_  
Sabina T Martin  
Township Clerk

DRAFT

UTILITY WEST ADDENDUM

October 25,2021

# 21 - 408

WATER WEST OPERATING

PAYROLL WEEK ENDING 10/15/21  
PAYROLL WEEK ENDING 10/29/21

Pay 20

Chk #22656 21,222.14

Township of Manchester  
State of NJ

Utilites Portion of State Health Benefits Plan  
3rd Quarter Public Water Tax

wire 12,589.88  
Chk #22668 1,145.73

34,957.75

SEWER WEST OPERATING

PAYROLL WEEK ENDING 10/15/21  
PAYROLL WEEK ENDING 10/29/21

Pay 20

Chk #11678 21,718.16

Township of Manchester

Utilities Portion of State Health Benefits Plan

wire 12,884.12

34,602.28

WATER WEST CAPITAL

0.00

SEWER WEST CAPITAL

0.00

October 21, 2021  
10:56 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Page No: 1

Range of Checking Accts: 30 WATER WEST to 30 WATER WEST Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
30 WATER WEST		Water West Account			
22667	10/14/21	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL	21,479.76		6715
22668	10/19/21	STATE015 STATE OF N.J. - PWT	1,145.73		6728
22669	10/25/21	EARLE005 EARLE ASPHALT COMPANY	370.55		6741
22670	10/25/21	GLOBA030 GLOBAL EQUIPMENT CO. INC.	625.00		6741
22671	10/25/21	JCPL0005 J C P & L	10,303.15		6741
22672	10/25/21	REMIN015 REMINGTON & VERNICK ENGINEERS	1,105.00		6741
22673	10/25/21	UNITE040 UNITED REFRIGERATION, INC	61.70		6741
22674	10/25/21	WBMAS005 WB MASON CO INC	618.42		6741

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	8	0	35,709.31	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	8	0	35,709.31	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	8	0	35,709.31	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	8	0	35,709.31	0.00

October 21, 2021  
10:56 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

**DRAFT** Page No: 2

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
WATER WEST FUND:	1-30	35,709.31	0.00	0.00	35,709.31
Total of All Funds:		<u>35,709.31</u>	<u>0.00</u>	<u>0.00</u>	<u>35,709.31</u>

---

DRAFT

October 21, 2021  
10:57 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

Page No: 1

Range of Checking Accts: 32 SEWER WEST to 32 SEWER WEST Range of Check Dates: 10/13/21 to 10/25/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
32 SEWER WEST		Sewer West Account			
11684	10/14/21	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL	21,951.27		6716
11679	10/21/21	CENTR010 CENTRAL JERSEY HEALTH INS.	661.20		6701
11680	10/21/21	COLLI005 COLLIERS ENGINEERING	43.75		6701
11681	10/21/21	MOTOR040 MOTOROLA SOLUTIONS, INC	304.80		6701
11682	10/21/21	UNIFI010 UNIFIRST CORPORATION	438.80		6701
11683	10/21/21	VERIZ035 VERIZON	3,815.88		6701
11685	10/25/21	ADARR005 ADARR, INC	403.00		6742
11686	10/25/21	AMERIO65 AMERICAN WEAR, INC.	187.64		6742
11687	10/25/21	GLOBA030 GLOBAL EQUIPMENT CO. INC.	622.99		6742
11688	10/25/21	JCPL0005 J C P & L	849.59		6742
11689	10/25/21	REMIN015 REMINGTON & VERNICK ENGINEERS	1,022.50		6742

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	11	0	30,301.42	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	11	0	30,301.42	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	11	0	30,301.42	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	11	0	30,301.42	0.00

October 21, 2021  
10:57 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

DRAFT

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
SEWER WEST FUND:	1-32	30,301.42	0.00	0.00	30,301.42
Total of All Funds:		<u>30,301.42</u>	<u>0.00</u>	<u>0.00</u>	<u>30,301.42</u>

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, CERTIFYING AS TO RECEIPT AND REVIEW OF THE  
CY 2020 AUDIT OF THE TOWNSHIP OF MANCHESTER**

**DRAFT**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and,

**WHEREAS**, the Annual Report of Audit for the year ended December 31, 2020 has been filed by a Registered Municipal Accountant with the *Municipal Clerk* pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and,

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and,

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, that the Township Council of the Township of Manchester, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021**.

---

Sabina T. Martin, RMC  
Municipal Clerk

**DRAFT**

**#21-40**

**AN ORDINANCE BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF  
MANCHESTER IN THE COUNTY OF OCEAN, STATE OF NEW JERSEY  
AMENDING ORDINANCE No. 21-21**

**WHEREAS**, on June 28, 2021, the Township of Manchester adopted on second reading Ordinance No. 21-21 amending and supplementing Article 68 (Police Regulations) and Article 245 (Land Use) to prohibit the operation of any class of recreational cannabis business within its Geographical Boundaries; and

**WHEREAS**, pursuant to Section 2 of Ordinance No.21-21 the Township of Manchester amended Chapter 245, subsection 26(b) to now include:

v. The following uses shall be prohibited with the exception of medically related cannabis distribution, All classes of cannabis establishments or cannabis distributors or cannabis delivery services as said terms are defined in section 3 of P.L. 2021, c 16, but not the delivery of cannabis items and related supplies by a delivery service.

**WHEREAS**, the governing body believes subsection v, as adopted and implemented by virtue of Ordinance No. 2021-21 is more appropriately codified in Chapter 245 subsection 25 titled General Regulations.

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

**SECTION 1.** Chapter, 245, subsection 25 is hereby supplemented and amended by adding the following prohibited uses:

W. The following uses shall be prohibited with the exception of medically related cannabis distribution. All classes of cannabis establishments or cannabis distributors or cannabis delivery services as said terms are defined in section 3 of P.L. 2021, c 16, but not the delivery of cannabis items and related supplies by a delivery service.

**SECTION 2.** By virtue of amending Chapter 245, subsection 31, to include the duplicated language of the previously codified Chapter 245, subsection 26(b)(v), the previously codified chapter 245 subsection 26(b)(v), is hereby deleted in its entirety to avoid any issues arising from ambiguity and conflicting interpretations.

**SECTION 3.** Any article, section, paragraph, subsection, clause, or other provision of the Township of Manchester Township Code inconsistent with the provisions of this ordinance is hereby repealed to the extent of such inconsistency.

**SECTION 4.** If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply

**DRAFT**

only to the section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

**SECTION 5.** A copy of this Ordinance shall be transmitted to the Ocean County Planning Board for filing upon final passage after second reading by the Township Clerk.

**SECTION 6.** This ordinance shall take effect upon its passage and publication and filing with the Ocean County Planning Board, and as otherwise provided for by law.

**NOTICE**

**NOTICE IS HEREBY GIVEN** that the foregoing Ordinance was introduced and passed by the Township Council of the Township of Manchester Township on first reading at a meeting held on the **25<sup>th</sup> day of October 2021 at 6:00 p.m.** The Ordinance will be considered for second and final reading at a meeting of the Township Council which is scheduled for the **8<sup>th</sup> day of November 2021 at 6:00 p.m.**, or as soon thereafter as the matter may be reached, at the Municipal Building located at 1 Colonial Drive, Manchester, New Jersey, at which time the public is invited to ask questions, raise objections, or provide public comment with regard to the proposed adoption of this Ordinance.

---

Sabina T. Martin, RMC  
Municipal Clerk

#21-410

**DRAFT**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,  
STATE OF NEW JERSEY AUTHORIZING THE TRANSFER OF TAX SALE  
PREMIUMS OVER FIVE YEARS OLD FROM THE TAX COLLECTOR  
REDEMPTION ACCOUNT TO THE GENERAL FUND AS REQUESTED BY THE TAX  
COLLECTOR**

I, Andrea Gaskill C.T.C. Tax Collector of the Township of Manchester, County of Ocean, do hereby request:

1. Premium paid on block 1.105, lot 19 and the Tax Sale Certificate 16-00020 in the amount of \$1,000.00.
2. Premium paid on block 1.309 lot 42 and the Tax Sale Certificate 16-00049 in the amount of \$300.00.
3. Premium paid on block 83 lot 11 and the Tax Sale Certificate 16-00180 in the amount of \$114,000.00.
4. Premium paid on block 99.51 lot 1 and the Tax Sale Certificate 16-00204 in the amount of \$26,000.00.

**Total Amount Due \$ 141,300.00**

**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. Martin, 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 October 2021**.

---

Sabina T. Martin, RMC  
Municipal Clerk

#21-411

**DRAFT**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, AUTHORIZING TO MOVE UNRETURNED VOUCHER  
REQUESTS TO THE GENERAL FUND**

**WHEREAS**, three attempts have been made to contact property owner for an unreturned voucher for the following properties:

1. Voucher 26398      Amount \$ 97.98      Lien# 5756

**Total Amount \$ 97.98**

**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 to move the above listed unreturned voucher requests to the General Fund.

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021**.

---

Sabina T. Martin, RMC  
Municipal Clerk

**DRAFT**

#21-412

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE TAX COLLECTOR TO CANCEL TAXES AS TO BLOCK 38.43, LOT 608.03 FOR A TOTALLY DISABLED VETERAN**

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

1. That the Tax Collector is hereby authorized to cancel taxes for Block 38.43 Lot 608.03 in the amount of \$851.91 for 2021, John Harrison, 608C Sheffield Drive, Manchester, NJ 08759 became a Totally Disabled Veteran effective September 7, 2021.
2. That the Tax Collector is hereby authorized to cancel the remaining taxes billed as long as the property is eligible for exempt status. That the Tax Collector is hereby authorized to refund taxes in the amount of \$851.91 for the year 2021.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:

- A. Tax Collector
- B. Tax Assessor
- C. Chief Financial Officer
- D. John Harrison  
608C Sheffield Drive  
Manchester, NJ 08759

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021.

---

Sabina T. Martin, RMC  
Municipal Clerk

**DRAFT**

#21-413

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE TAX COLLECTOR TO CANCEL TAXES AS TO BLOCK 52.36, LOT 3 FOR A TOTALLY DISABLED VETERAN**

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

1. That the Tax Collector is hereby authorized to cancel taxes for Block 52.36 Lot 3 in the amount of \$1,792.98 for 2021, Richard Troiano, 14 Mansfield Avenue, Manchester, NJ 08759 became a Totally Disabled Veteran effective June 18, 2021.
2. That the Tax Collector is hereby authorized to cancel the remaining taxes billed as long as the property is eligible for exempt status. That the Tax Collector is hereby authorized to refund taxes in the amount of \$1,792.98 for the year 2021.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Tax Collector
  - B. Tax Assessor
  - C. Chief Financial Officer
  - D. Richard Troiano  
14 Mansfield Avenue  
Manchester, NJ 08759

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021.

---

Sabina T. Martin, RMC  
Municipal Clerk

**DRAFT**

#21-414

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, CANCELLING UNEXPENDED GENERAL CAPITAL  
IMPROVEMENT AUTHORIZATIONS**

**WHEREAS**, Certain General Capital Improvement Authorizations balances remain dedicated to projects now complete; and

**WHEREAS**, it is necessary to formally cancel said balances so that the unexpended balances may be credited to Capital Improvement Fund or to General Capital Fund Balance, and unused debt authorizations may be cancelled;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, that it hereby authorizes the Chief Finance Officer to cancel the following unexpended balances of the General Capital Improvement Authorizations:

<u>Ordinance Number</u>	<u>Date Authorized</u>	<u>Project Description</u>	<u>Amount Cancelled</u>	
			<u>Funded</u>	<u>Unfunded</u>
15-023-3	11/09/2015	Public Works/B&G	64.44	
16-004/16-035	2016	Various Capital Improvements		108,919.19
17-010	08/14/17	Paving Projects	148,966.34	
17-023	09/25/17	Purchase of Fire Truck	22,521.00	
18-036	11/19/18	Lake Road Improvements	175,000.00	
18-040	11/19/18	Police Communications	128,883.71	
18-041	11/19/18	Fire Equipment	38,938.00	
20-025	10/07/20	Land Purchase	91,703.25	

**BE IT FURTHER RESOLVED** that the Township Clerk is hereby directed to provide a certified copy of this Resolution to:

- A. Township Auditor
- B. Chief Financial Officer

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021**.

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

DRAFT

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING POLICE VEHICLE EMERGENCY ACCESSORIES CONTRACT PURSUANT TO NEW JERSEY STATE CONTRACT – DIVISION OF PURCHASE AND PROPERTY NUMBER T0106**

**WHEREAS**, a need exists for the acquisition of Police and related emergency vehicle accessories, for the daily operations of the Township of Manchester Emergency Services; and

**WHEREAS** the Township of Manchester may, without advertising for bids, purchase such materials through the New Jersey State Purchase and Property State Contracts pursuant to N.J.S.A. 40A:11-12 and N.J.A.C. 5:34-7.29 et. Seq., and

**WHEREAS**, under the state contract award, Elite Emergency Lights LLC 1000 Bennett Blvd. Suite 6, Lakewood, N.J. 08701 hold New Jersey State Purchase and Property State Contract T0106.

**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 hereby is authorized pursuant to N.J.S.A.40A:11-12 & N.J.A.C. 5:34-7.29 the use of state contract number T0106 through Elite Emergency Lights LLC 1000 Bennett Blvd. Suite 6, Lakewood, N.J. 08701 for the operations of the Township of Manchester Emergency Services.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - a. Business Administrator;
  - b. Chief Financial Officer;
  - c. Purchasing Agent; and
  - d. Chief of Police

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021.

---

Sabina T. Martin, RMC  
Municipal Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE DISPOSITION OR SALVAGE OF VEHICLES AND EQUIPMENT IN THE POSSESSION OF THE TOWNSHIP AT AUCTION ON GOVDEALS.COM**

**WHEREAS**, the Township Police Department have requested that the Township Council authorize the disposition of Vehicles and Equipment currently in the possession of Manchester Township and also request to salvage the equipment should the asking price and second offer be rejected; 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**, SEE 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. The sale of the surplus property shall be conducted through Govdeals in accordance with the terms and conditions as attached: and
3. The sale will be conducted online, and the address of the auction site is [www.Govdeals.com](http://www.Govdeals.com)
4. The sale is being conducted pursuant to Local Finance Notice 2019-15.
5. The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
6. The Township reserves the right to accept or reject any bid submitted. 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.
7. That a certified copy of this Resolution shall be forwarded to the following:
  - A. Purchasing Agent
  - B. Chief Financial Officer
  - C. Township Auditor
  - D. Public Works Department

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021.

---

Sabina T. Martin, RMC  
Municipal Clerk

**Schedule A Gov Deals**  
Township Owned Equipment & Vehicles

**DRAFT**

**2002 Stone Cement Mixer Ser #112002207 (Scrap)**  
No engine, heavy rust.

**Wheel Balancer Mod #EEWB304A Ser # G61EW042 (GOV Deals Min \$200)**  
110 Volt

**Obsolete tools and Equipment- Unknown condition 8 pcs. (GOV Deals Min bit \$200)**

**2 boxes of obsolete parts new & used (Heavy) (GOV Deals Min bit \$35)**

**Crate of obsolete misc. Automotive & Truck new & used parts (GOV Deals Min bid \$75)**

**Stihl TS400 Demolition Saw (GOV Deals Min bid \$100)**  
Runs needs top end rebuild \$100  
No serial number found.

**2005 Ford Crown Victoria VIN/2FAHP71W35x173598 (Scrap)**  
Mileage 100473 – Dead battery, vehicle in poor condition,  
Failing Steering components.

**2003 Ford F-250 VIN/3FTNF21L43MB40823 (GOV Deals Min bid \$600.00)**  
Mileage/est. 125,000- Runs & Drives –ECM & dash electrical failure.

**2007 Ford Crown Victoria VIN/2FAHP71W75X125618 (Scrap)**  
Mileage-107366 Dead battery, vehicle in poor condition,  
Failing Steering components.

**1988 7000 Lbs. Do-little Tandem Trailer VIN/2169041 (GOV Deals Min bid \$350)**  
Poor overall condition.

**2003 John Deer Mower Mod # 1435 VIN/ TC1435D030545 (Scrap)**  
Defective brakes, missing wheels & tire assemblies.

**2002 Walker Mower Mod # MDD486H595 VIN/ B2-58717 (GOV Deals Min bid \$150)**  
Runs and drivers- needs blower overhaul.

**2006 Toro Mower Mod # 74268 VIN/ 260000246 (GOV Deals Min bid \$200)**

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

**WHEREAS**, the Police Department has requested that the Township Council authorize the disposition of vehicle(s) currently in the possession of Manchester Township and also request to salvage the vehicle should the asking price and second offer be rejected; 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 scraped are:

**2007 Dodge Charger VIN/2B3LA43G87H773008 (Scrap)** Mileage – 118,000 Poor Condition runs – needs all brakes replaced, fuel lines, brake lines, & hoses. PD Seizure vehicle

**2003 Dodge Neon VIN/1B3ES26C33D192946 (Scrap)** Mileage – 78845 Engine Failure does not run. PD Seizure vehicle.

**1998 Toyota Camry VIN/JT2BG22KXW0131968 (Scrap)** Mileage –350,000 Engine Failure does not run. PD Seizure vehicle.

**1994 Ford Ranger VIN/ 1FTCR14U6RTB12237 (Scrap)** Mileage – 129,838 Engine Failure does not run. PD Seizure vehicle.

Vehicles are not road worthy and recommended to be scraped.

**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

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021.**

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

**DRAFT**

#21-418

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, APPROVING THE ADOPTION OF THE REVISED  
EMPLOYEE HANDBOOK FOR THE TOWNSHIP OF MANCHESTER**

**WHEREAS**, the Employee Handbook of the Township of Manchester serves as a governing document of all employees, volunteers, appointed officials and independent contractors for the Township of Manchester; and

**WHEREAS**, the Employee Handbook requires updates every two years or when there is a significant change in policy or procedure; and

**WHEREAS**, certain revisions to the Handbook are necessary in order to comply with Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund plan of risk management and regulations and to better accommodate the actualities of the Manchester Township workplace; and

**WHEREAS**, all revisions have been reviewed and approved of by the Township Business Administrator;

**NOW THEREFORE BE IT RESOLVED** that the Township of Manchester hereby agrees to adopt the Employee Handbook for the Township of Manchester; and

**BE IT FURTHER RESOLVED** that the policies revised in the Employee Handbook shall be effective immediately from the adoption of this Resolution; and

**BE IT FURTHER RESOLVED** that copies of the revised Handbook will be produced and distributed to all current and future employees of the Township of Manchester by way of the approved Document Management System.

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021.

---

Sabina T. Martin, RMC  
Municipal Clerk



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

**WHEREAS**, Section 2 of the Open Public Meetings Act, Chapter 231, Public Laws of 1975, permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist.

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

1. The public shall be excluded from discussion of and actions upon following specified subject matter(s)
2. The general nature of the subject matter to be discussed is as follows:
  - a. Contract Negotiations
3. It is anticipated at this time that the above stated subject matter(s) will be made public within sixty (60) days  

or
4. At such time the need for confidentiality no longer exists.
5. This resolution shall become effective immediately.

**CERTIFICATION**

I, Sabina T. Martin, 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 October 2021**.

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

