



**DRAFT**

**MANCHESTER TOWNSHIP  
COUNCIL MEETING AGENDA  
March 25, 2024  
6:00 PM**

**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. PRESENTATION**

Presentation on Community Solar Program by Gabel Associates

**6. PROCLAMATIONS**

Proclamation for Vietnam Veterans Day

Proclamation for National Library Week

**7. MAYORAL APPOINTMENTS - READ INTO THE RECORD**

Memo from Mayor to read into the record

**8. APPROVAL OF MINUTES**

Regular and Executive Session Minutes - March 11, 2024

**9. SUBMISSION OF BILLS**

#24-175 Current Fund

#24-176 Utility Fund - ESA

#24-177 Utility Fund - WSA

**10. ORDINANCES - Second Reading, Public Hearing and Final Action**

#24-10 Authorizing the Sale of Block 1.268, Lot 36 to K. Sarama, LLC (1123 Madison Avenue; \$60,000.00)

#24-11 Authorizing the Sale of Block 1.347, Lot 11 to Gres (616 Grinnell Avenue; \$65,455.00)

#24-12 Ordinance to Exceed the Municipal Budget Cost of Living Allowance and to Establish a CAP Bank

#24-13 Amending & Supplementing Chapter 242 and establishing Chapter 244 of the Code of the Township of Manchester

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

- #24-15 Amending, Supplementing and Repealing Various Sections of the Township Code Concerning Recreation

**12. 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**

- #24-178 Authorizing the Refunds Requested by the Tax Collector

**B. GRANTS**

- #24-179 Enabling Resolution for Supplemental Funding Request with the State of New Jersey, Department of Environmental Protection, Green Acres Program

**C. RECREATION**

- #24-180 Authorizing the Execution of a Lease Agreement between Manchester Township and Cassone Leasing, Inc.  
#24-181 Authorizing the Execution of a Contract between Manchester Township and Paradise Island Entertainment

**D. PURCHASING**

- #24-182 Authorizing the Award of Bid #24-09 Emergency Contracting Services to Crest Construction Group

**E. BONDS/ESCROWS**

- #24-183 Releasing an Escrow Posed by Raymond Wysokowski for Block 99.125 Lot 5 (2051 Harrison Avenue)  
#24-184 Releasing an Escrow Posted by Redeemer Lutheran Church for a Project Located at Block 77 Lot 12 (2309 Route 70)

**F. APPOINTMENT**

- #24-185 Authorizing the Appointment of Brian K. Wilkie, Esq. as Alt. Prosecutor

**13. REPORTS**

**14. PUBLIC COMMENT**

**15. EXECUTIVE SESSION**

- #24-186 Closed Session - Contract Negotiations/Personnel/Litigation

**16. ADJOURNMENT**

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# 24-175

March 25, 2024

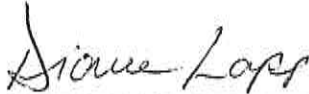
**RESOLUTION AUTHORIZING PAYMENT OF BILLS  
MANCHESTER TOWNSHIP, NEW JERSEY**

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

**SUMMARY**

Current Fund	\$	1,128,243.16
Capital Fund	\$	2,866.96
Escrows	\$	9,306.34
Affordable Housing Trust Fund	\$	8,871.47
Animal Control Fund	\$	5,078.00
Drug Enforcement Fund	\$	4,579.26
N.J. Unemployment Trust	\$	
Public Assistance Discretionary Trust	\$	
Public Assistance Trust Fund I	\$	
Municipal Alliance Discretionary Trust	\$	
Manchester Day Trust Fund	\$	5,600.00
Public Defender Trust Fund	\$	
Recreation Trust Fund	\$	700.00
Open Space Trust Fund	\$	
Manchester - Lakehurst Borough Construction Code Fund	\$	
	\$	<u><u>1,165,245.19</u></u>

CERTIFICATION:



Diane Lapp  
Chief Financial Officer

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

Roxanne Conniff  
Council President



Teri Giercyk  
Township Clerk

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BILL LIST ADDENDUM

March 25, 2024

# 24-175

CAPITAL FUND

CURRENT FUND

Payroll week ending 3/29/24

ALAN BLASHINSKY  
SANDRA BLAKE  
PHILIP MANOLIO  
CURTIS HOLMAN

HEALTH INSURANCE RETIREE-APRIL  
HEALTH INSURANCE RETIREE-APRIL  
HEALTH INSURANCE RETIREE-APRIL  
HEALTH INSURANCE RETIREE-APRIL

\$ 0.00

WIRE 3,797.32  
WIRE 3,337.99  
WIRE 3,168.76  
WIRE 2,323.49

12,627.56

SPECIAL ESCROW TRUST FUND

Off Duty Week Ending 3/29/24

Off Duty Week Ending 3/15/24

Chk#3085 9,306.34

\$ 9,306.34

OPEN SPACE TRUST FUND



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Range of Checking Accts: 01 CURRENT to 01 CURRENT Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
01 CURRENT		Current Fund Account			
73109	03/12/24	CENTR005 CENTRAL JERSEY EQUIPMENT, LLC			8958
23-02037		*ASAP* PARTS FOR B&G TRACTOR	536.91		
73110	03/14/24	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL			8959
24-00632		CURRENT PAY 6	828,353.09		
73111	03/21/24	FUNEX005 FUN EXPRESS, LLC			8982
23-01395		ART SUPPLIES - SEE NOTES	89.96		
73112	03/21/24	WHENW005 WHEN TO WORK INC.			8982
24-00032		whentowork Bill	1,000.00		
73113	03/25/24	AACAD005 A-ACADEMY OF SOUTH JERSEY INC			8993
24-00109		Animal Control Services	220.00		
73114	03/25/24	ACTIO030 ACTION UNIFORM CO LLC			8993
24-00108		Police Uniform Blanket	276.00		
73115	03/25/24	ALANM005 ALAN M DESIMONE			8993
24-00405		Reassessment Services	3,800.00		
73116	03/25/24	ALTER005 ALTERNATIVE MICROGRAPHICS INC			8993
24-00350		Microfilm & Digitizing	3,749.73		
24-00359		Papervision Maint&Support	2,950.00		
			6,699.73		
73117	03/25/24	AMAZON01 AMAZON CAPITAL SERVICES INC			8993
24-00224		Wide Scanner Roll Paper-Bldg.	104.95		
24-00351		speakers for counter/supplies	208.60		
24-00438		Police Equipment Amazon	396.75		
24-00453		Bosch Measuring Tool	237.00		
24-00457		Tablet wipes	23.44		
24-00493		Office Supplies - Bldg. Dept.	78.14		
24-00497		sign PC internet connection	169.99		
24-00552		stylus	38.38		
24-00553		Multiport Adapter	19.48		
24-00572		Receiptor Tape	34.17		
			1,310.90		
73118	03/25/24	AMERIO65 AMERICAN WEAR, INC.			8993
24-00035		uniform rental & cleaning	56.58		
24-00189		UNIFORM RENTAL AND CLEANING	800.62		
			857.20		
73119	03/25/24	ARROW005 ARROW LOCKSMITHS & SECURITY IN			8993
24-00044		Blanket for keys	38.00		
73120	03/25/24	ATLAN040 ATLANTIC TACTICAL OF NJ INC.			8993
23-01920		K9 officer Equipment	165.20		

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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
01	CURRENT	Current Fund Account	Continued	
73120	ATLANTIC TACTICAL OF NJ INC.	Continued		
23-01921	Ballistic Vest SLEOIII Officer	<u>1,397.20</u>		
		1,562.40		
73121	03/25/24 ATTM005 AT&T MOBILITY		8993	
V2400401	PHONE SVC ACCT#287322133210	4,240.29		
73122	03/25/24 AUSTI005 AUSTIN GEISSEL		8993	
24-00406	Reassessment Services	4,080.00		
73123	03/25/24 AWISC005 AWISCO NEW YORK CORP		8993	
24-00332	Oxygen Blanket	270.00		
73124	03/25/24 BAILE010 BAILEY GRIFFIN		8993	
24-00407	Reassessment Services	5,000.00		
73125	03/25/24 BLAZE005 BLAZE EMERGENCY EQUIP CO LLC		8993	
24-00107	Ridgeway Vol PM 3428	1,370.00		
24-00234	FENDER MOLDINGS FOR EMS 546	197.08		
V2400361	REPAIR OF EMERGENCY LIGHTS	<u>253.47</u>		
		1,820.55		
73126	03/25/24 BLOOD005 BLOODGOOD LAW ENFORCEMENT		8993	
24-00324	Financial Crimes Investigation	195.00		
73127	03/25/24 BOUND005 BOUND TREE MEDICAL, LLC		8993	
24-00432	CO Monitors for Ambulances	2,257.97		
73128	03/25/24 BRADY005 BRADY & KUNZ		8993	
V2400391	TAX APPEALS	855.00		
73129	03/25/24 BROWN005 BROWNELLS INC.		8993	
23-00754	Blanket Purchase Order	1,138.67		
73130	03/25/24 BRTTE005 BRT TECHNOLOGIES, LLC		8993	
24-00360	PD-5 Forms for CO-OPs	660.46		
73131	03/25/24 BSAFE005 B SAFE, INC		8993	
24-00367	Service Call Alarm Panel	10.00		
73132	03/25/24 CASSA005 CASSANDRA COLGATE		8993	
V2400392	RX REIMBURSEMENT	73.07		
73133	03/25/24 CDWGO005 CDW GOVERNMENT		8993	
24-00335	Surface Pro Tablet	1,933.13		
24-00337	Surface Pro Tablet	<u>3,609.11</u>		
		5,542.24		
73134	03/25/24 CELEB005 CELEBRITY MOTORS OF TOMS RIVER		8993	
24-00011	ALTERNATOR EMS# 547	377.11		
24-00071	FOR POLICE VEH REPAIR PARTS	300.07		
24-00302	*ASAP*ENGINE REPLACEMENT PD#79	3,568.22		

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
01	CURRENT	Current Fund Account	Continued		
73134		CELEBRITY MOTORS OF TOMS RIVER	Continued		
	24-00322	REAR BRAKE ROTORS FOR EMS	427.80		
	24-00437	*ASAP* EXHAUST FOR PD #17	1,352.03		
	24-00459	PARTS FOR PD FLEET	<u>215.58</u>		
			6,240.81		
73135	03/25/24	CENGA005 CENGAGE LEARNING, INC.			8993
	24-00346	ASE TESTING & REG. VOUCHERS	1,310.24		
73136	03/25/24	CHEMI005 CHEMICAL EQUIPMENT LABS, INC.			8993
	24-00361	TREATED DEICING SALT FOR ROADS	12,257.20		
	24-00443	DE-ICING SALT FOR TWP ROADS	<u>21,039.17</u>		
			33,296.37		
73137	03/25/24	CODE1005 CODE 1 CREATIONS			8993
	24-00216	Safety Vests	2,180.80		
	24-00255	EMS/Fire T-shirts	<u>2,394.10</u>		
			4,574.90		
73138	03/25/24	COLLI005 COLLIERS ENGINEERING & DESIGN			8993
	V2400397	ENGINEERING SERVICES	3,527.37		
73139	03/25/24	COMCA015 COMCAST BUSINESS			8993
	V2400411	CABLE SVC ACCT# 903863873	403.42		
73140	03/25/24	COMCA025 COMCAST			8993
	V2400407	CABLE SVC 8499 05 196 0110108	39.99		
73141	03/25/24	COMCA025 COMCAST			8993
	V2400408	CABLE SVC 8499 05 196 0226524	91.90		
73142	03/25/24	COMCA025 COMCAST			8993
	V2400409	CABLE SVC 8499 05 196 0386708	342.38		
73143	03/25/24	COMCA025 COMCAST			8993
	V2400412	CABLE SVC 8499 05 196 0163024	20.64		
73144	03/25/24	COMCA025 COMCAST			8993
	V2400426	CABLE SVC 8499 05 196 0045536	218.25		
73145	03/25/24	CREST075 CRESTON HYDRAULICS, INC			8993
	24-00237	PLOW GUIDES FOR FLEET	370.44		
73146	03/25/24	DIANE035 DIANE LAPP, PETTY CASH			8993
	V2400419	3 CHANGE FUNDS FOR REC	840.00		
73147	03/25/24	DONNA040 DONNA RAGAN			8993
	V2400404	RX REIMBURSEMENT	504.08		
73148	03/25/24	EASTE005 EASTERN WAREHOUSE DIST., LLC			8993
	24-00073	FOR VEHICLE REPAIR PARTS	132.63		
	24-00272	FOR VEHICLE REPAIR PARTS	<u>1,441.59</u>		



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PO #		Description	Amount Paid	Contract
01	CURRENT	Current Fund Account	Continued	
73148	03/25/24	EASTERN WAREHOUSE DIST., LLC	Continued	
24-00469		vehicle repair parts	<u>1,241.82</u>	
			2,816.04	
73149	03/25/24	FEDER005 FEDERAL EXPRESS CORPORATION		8993
24-00228		BLANKET FOR SHIPPING CHARGES	82.97	
73150	03/25/24	FLEET015 FLEETPRIDE, INC		8993
24-00075		TRUCK REPAIR PARTS	776.30	
73151	03/25/24	FREDB010 FRED BEANS PARTS, INC		8993
24-00283		VEHICLE REPAIR PARTS	147.45	
73152	03/25/24	GODAD005 GODADDY.COM LLC		8993
24-00654		good as gold funds for hosting	650.00	
73153	03/25/24	GOVCO005 GOVCONNECTION, INC.		8993
24-00222		PAPER TRAY FOR HP PRINTER	345.37	
24-00441		Police Equipment Printer	<u>1,193.22</u>	
			1,538.59	
73154	03/25/24	GREEN010 GREEN LEAF PET RESORT &		8993
24-00091		K-9 Lodging	147.00	
73155	03/25/24	HADEH005 H.A DEHART & SON, INC		8993
24-00067		ANTENNA FOR PW TRUCK #8	146.03	
24-00258		FOR STREET SWEEPER PARTS	<u>940.32</u>	
			1,086.35	
73156	03/25/24	HENRY030 HENRY SCHEIN, INC.		8993
24-00603		Medical Supply Blanket	2,842.99	
73157	03/25/24	INTER075 INTERSTATE WASTE SERVICES OF		8993
24-00430		Recycling for a 3 month period	88,217.81	
73158	03/25/24	JAMES220 JAMES ROBINSON		8993
24-00409		Reassessment Services	740.00	
73159	03/25/24	JCPL0005 J C P & L		8993
V2400413		ELEC SVC 200 000 021 788	19,422.70	
V2400418		ELEC SVC 100 021 382 088	<u>1,189.60</u>	
			20,612.30	
73160	03/25/24	JERSE015 JERSEY ELEVATOR COMPANY, INC		8993
24-00036		Elevator maintenance	394.81	
73161	03/25/24	JIMC005 JIM CURLEY GMC TRUCK, INC		8993
24-00242		FOR GMC TRUCK PARTS	1,256.24	
73162	03/25/24	JOHNS010 JOHNSON & TOWERS, LLC		8993
24-00070		FOR TRUCK REPAIR PARTS	41.94	



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PO #		Description	Amount Paid	Contract
01	CURRENT	Current Fund Account	Continued	
73162		JOHNSON & TOWERS, LLC	Continued	
24-00355		*ASAP* REPAIR PARTS FOR PW #25	<u>854.58</u>	
			896.52	
73163	03/25/24	KELLY025 KELLY WINTHROP, LLC		8993
24-00313			234.00	
73164	03/25/24	KELLY045 KELLY J VITO		8993
24-00408		Reassessment Services	380.00	
73165	03/25/24	LAKEH015 LAKEHURST DINER		8993
24-00087		Prisoner Meals	27.38	
73166	03/25/24	LAKEH025 LAKEHURST LAWNMOWER		8993
24-00200		FOR MOWER AND TRACTOR REPAIRS	200.14	
73167	03/25/24	LANGU005 LANGUAGE LINE SERVICES INC		8993
24-00142		language services	146.20	
73168	03/25/24	LAWOF025 LAW OFFICES OF MICHAEL MCKENNA		8993
V2400399		LABOR COUNSEL	634.72	
73169	03/25/24	LEEDS005 LEED SUPPLY LLC		8993
23-00392		concrete supplies for projects	469.41	
23-00790		CONCRETE SUPPLIES	<u>655.20</u>	
			1,124.61	
73170	03/25/24	LOBEL005 LOBELLO ISSAKOV NAPA LLC		8993
23-02076		oils & Fluids PW & PD Fleet	2,924.00	
24-00069		FOR VEHICLE REPAIR PARTS	637.80	
24-00235		EMS BATTERIES	459.36	
24-00238		TPMS FOR ALL DEPT. FLEETS	417.50	
24-00347		vehicle repair parts	<u>1,076.85</u>	
			5,515.51	
73171	03/25/24	LOWES010 LOWES HOME CENTERS, INC.		8993
24-00005		BLANKET FOR TOWNSHIP SUPPLIES	787.78	
24-00006		SMOKE AND CARBON MONOXIDE	230.68	
24-00072		Rock Salt	<u>501.76</u>	
			1,520.22	
73172	03/25/24	MANCH175 MANCHESTER TWP RECREATION		8993
24-00476		SPONSORSHIP OF MANCHESTER DAY	1,500.00	
73173	03/25/24	MARKW005 MARK WHITE, PHD P.A.		8993
24-00394		Employee Assistance Program	5,000.00	
73174	03/25/24	MATTH010 MATTHEW GEIGER		8993
V2400420		2024 EYEGLASS REIMBURSEMENT	300.00	
73175	03/25/24	MCAA0005 MCAA OF NJ-SPRING CONFERENCE		8993
24-00619		MCAA SPRING CONFERENCE	370.00	

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
01 CURRENT		Current Fund Account	Continued		
73176	03/25/24	MEDIC005 MEDICAL EQUIP. MAINTENANCE LLC			8993
		24-00500 Stretcher Repairs	342.56		
73177	03/25/24	MORGA010 MORGAN ENGINEERING LLC			8993
		V2400398 ENGINEERING SERVICES	2,025.00		
73178	03/25/24	NAPAA005 NAPA AUTO PARTS			8993
		24-00275 VEHICLE REPAIR PARTS	349.97		
		24-00329 TOOLS AND EQUIPMENT NEEDED	1,025.96		
		24-00344 SAWZALL TOOLS FOR SHOP	501.98		
			<u>1,877.91</u>		
73179	03/25/24	NEWJE030 NEW JERSEY FIRE EQUIPMENT			8993
		24-00343 St 32 SCBA Repair	298.85		
73180	03/25/24	NJNAT005 NJ NATURAL GAS CO.			8993
		V2400405 NAT GAS SVC 22-0020-5565-75	4,340.76		
73181	03/25/24	OCEAN090 OCEAN COUNTY RECYCLING			8993
		24-00051 FOR DUMPING CONCRETE/ASPHALT	312.66		
		24-00052 FOR GETTING R BLEND FOR PAVING	189.00		
			<u>501.66</u>		
73182	03/25/24	ORIEN005 ORIENTAL TRADING COMPANY			8993
		23-01204 2023 CAMP SUPPLIES	49.99		
73183	03/25/24	PAULK010 PAUL KODMAN			8993
		V2400424 REIMBURSEMENT ASE RECERT.	146.00		
73184	03/25/24	PRICE005 PRICED RITE TOWING & ROAD			8993
		24-00206 Vehicle Towing	65.00		
73185	03/25/24	RIGGI005 RIGGINS, INC.			8993
		24-00034 DIESEL FUEL FOR TWP VEHICLES	2,917.70		
73186	03/25/24	RUMPF015 RUMPF LAW,PC			8993
		V2400394 CONFLICT PUBLIC DEFENDER	63.00		
73187	03/25/24	RUSSE015 R.REID WASTE HAULING&DISPOSAL			8993
		24-00033 Blanket for port-a-johns	457.50		
73188	03/25/24	SAKER005 SAKER SHOPRITES, INC			8993
		24-00414 BLANKET ORDER FOR WISE PROGRAM	64.93		
		24-00435 MISC EVENT SUPPLIES	59.97		
		24-00559 Open PO for Senior Social	171.25		
			<u>296.15</u>		
73189	03/25/24	SNAP0010 SNAP-ON INDUSTRIAL			8993
		24-00328 TOOLS/EQUIPMENT	585.96		
73190	03/25/24	SNAP0015 SNAP ON EQUIPMENT			8993
		24-00396 *ASAP*EMER REPAIRS TO TIRE BAL	751.50		

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PO #		Description	Amount Paid	Contract
01	CURRENT	Current Fund Account	Continued	
73191	03/25/24	STAPL010 STAPLES BUSINESS ADVANTAGE		8993
		24-00084 Office Supplies	262.68	
		24-00468 Carder Ergonomic Chairs	1,799.82	
			<u>2,062.50</u>	
73192	03/25/24	STAVO005 STAVOLA ASPHALT CO., INC.		8993
		24-00218 asphalt for road repairs	258.71	
73193	03/25/24	STEPH030 STEPHEN MCTIGUE		8993
		V2400421 2024 EYEGLOSS REIMBURSEMENT	250.00	
73194	03/25/24	TAMAR005 TAMARA GOBLE		8993
		V2400425 REIMBURSEMENT FOR SUPPLIES	47.20	
73195	03/25/24	TCLEA005 T CLEANERS, LLC		8993
		24-00085 Police Uniform Dry Cleaning	1,316.00	
73196	03/25/24	TELES010 TELESYSTEM		8993
		V2400400 PHONE SVC ACCT#9973948	11,840.78	
73197	03/25/24	THECA010 THE CANNING GROUP, LLC		8993
		24-00214 QPA SERVICES 3 MONTH PERIOD	1,458.33	
73198	03/25/24	THOMA140 THOMAS P COSTELLO II		8993
		24-00093 2024 Police Photos	850.00	
73199	03/25/24	TOMSR035 TOMS RIVER TREE SERVICE, LLC		8993
		24-00362 REMOVAL OF DEAD PINE TREE	850.00	
73200	03/25/24	TOWN0005 TOWNSHIP OF MANCHESTER		8993
		V2400023 SR OUTREACH GASOLINE DEC 2023	543.62	
73201	03/25/24	TOWN0005 TOWNSHIP OF MANCHESTER		8993
		V2400048 SR OUTREACH GASOLINE OCT 2023	782.44	
73202	03/25/24	TOWN0005 TOWNSHIP OF MANCHESTER		8993
		V2400366 SR OUTREACH GASOLINE NOV 2023	543.54	
73203	03/25/24	TOWN0005 TOWNSHIP OF MANCHESTER		8993
		V2400367 SR OUTREACH GASOLINE JAN 2024	593.36	
73204	03/25/24	TOWN0005 TOWNSHIP OF MANCHESTER		8993
		V2400368 SR OUTREACH GASOLINE FEB 2024	712.58	
73205	03/25/24	TRANS010 TRANSUNION RISK & ALTERNATIVE		8993
		24-00086 Background Investigation	221.00	
73206	03/25/24	VERIZ030 VERIZON WIRELESS		8993
		V2400403 WIRELESS SVC 202847392-00001	5,917.51	
73207	03/25/24	VERIZ030 VERIZON WIRELESS		8993
		V2400410 WIRELESS SVC 822402721-00001	40.01	



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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
01	CURRENT	Current Fund Account	Continued	
73208	03/25/24	VOLUN005 VOLUNTEER AUXILIARY FOR ANIMAL		8993
24-00649	TNR SERVICES 2024	5,000.00		
73209	03/25/24	WELLS065 WELLS FARGO VENDOR FIN.SERVICE		8993
24-00418	BLANKET FOR COPIER LEASES	4,961.53		
73210	03/25/24	WESTG005 WEST GROUP/THOMSON REUTERS		8993
24-00452	Westlaw Information	247.92		
73211	03/25/24	WINDS010 WINDSTREAM HOLDINGS, LLC		8993
V2400402	PHONE SVC ACCT#215264736	572.65		
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	103	0	1,115,615.60
	Direct Deposit:	0	0	0.00
	Total:	103	0	1,115,615.60
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	103	0	1,115,615.60
	Direct Deposit:	0	0	0.00
	Total:	103	0	1,115,615.60



Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND:	3-01	32,214.56	0.00	0.00	32,214.56
CURRENT FUND:	4-01	1,049,221.46	0.00	840.00	1,050,061.46
	G-01	33,339.58	0.00	0.00	33,339.58
Total Of All Funds:		1,114,775.60	0.00	840.00	1,115,615.60

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Range of Checking Accts: 04 GEN CAPITAL to 04 GEN CAPITAL Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #		Description	Amount Paid	Contract
04 GEN CAPITAL		Capital Account		
2872	03/25/24	BLAZE005 BLAZE EMERGENCY EQUIP CO LLC		8992
24-00342		Powerload Install 548	900.50	
2873	03/25/24	CONTI005 CONTINENTAL FIRE & SAFETY, INC		8992
23-01949		Fire Hose for Station 34	1,627.50	
2874	03/25/24	MUNIC045 MUNICIPAL EMERGENCY SVCS INC		8992
24-00254		Rope Equipment	338.96	

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	3	0	2,866.96	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	2,866.96	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	3	0	2,866.96	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	2,866.96	0.00

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL CAPITAL:	C-04	2,866.96	0.00	0.00	2,866.96
Total of All Funds:		2,866.96	0.00	0.00	2,866.96

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Range of Checking Accts: 12 ANIMAL to 12 ANIMAL Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	

12 ANIMAL	Animal Control Account			
2268 03/25/24	NJDEP005 NJ DEPT HEALTH & SR. SERVICES		8987	
V2400422	3 YEAR DOG LICENSES FEBRUARY	37.80		
2269 03/25/24	NJDEP100 NJ DEPT OF HEALTH & SR. SVCS		8987	
V2400423	1 YEAR DOG LICENSES FEBRUARY	40.20		
2270 03/25/24	VOLUN005 VOLUNTEER AUXILIARY FOR ANIMAL		8987	
24-00649	TNR SERVICES 2024	5,000.00		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	5,078.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	5,078.00	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	5,078.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	5,078.00	0.00



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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
ANIMAL CONTROL	4-12	0.00	0.00	5,078.00	5,078.00
Total of All Funds:		0.00	0.00	5,078.00	5,078.00

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Range of Checking Accts: 20 MAN DAY TRST to 20 MAN DAY TRST Range of Check Dates: 03/12/24 to 03/25/24

Report Type: All Checks

Report Format: Condensed

Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	

20 MAN DAY TRST	Manchester Day Trust			
263 03/25/24	DMFIR005 D & M FIREWORKS			8988
24-00502 2024	MANCHESTER DAY FIREWORKS	5,600.00		

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	5,600.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	5,600.00	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	5,600.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	5,600.00	0.00

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
MANCHESTER DAY TRUST	4-20	0.00	0.00	5,600.00	5,600.00
Total Of All Funds:		0.00	0.00	5,600.00	5,600.00

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Range of Checking Accts: 22 DRUG ENF to 22 DRUG ENF Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
22 DRUG ENF	Drug Enforcement Trust			
1334 03/25/24	THEHE005 THE HERTZ CORPORATION		8989	
24-00641	Vehicle Rentals - MLETA	4,579.26		
Checking Account Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	1	0	4,579.26
	Direct Deposit:	0	0	0.00
	Total:	1	0	4,579.26
Report Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	1	0	4,579.26
	Direct Deposit:	0	0	0.00
	Total:	1	0	4,579.26



Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
DRUG ENFORCEMENT TRUST (LETA)	4-22	0.00	0.00	4,579.26	4,579.26
Total of All Funds:		0.00	0.00	4,579.26	4,579.26

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Range of Checking Accts: 26 RECREATION to 26 RECREATION Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
26 RECREATION	Recreation Trust			
1039 03/25/24	HUNTE010 HUNTERDON HILLS PLAYHOUSE		8990	
24-00519 2024	THEATRE TRIP	450.00		
1040 03/25/24	SURFL005 SURFLIGHT THEATER		8990	
24-00520 2024	THEATRE TRIP	250.00		
Checking Account Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	2	0	700.00
	Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>
	Total:	2	0	700.00
Report Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	2	0	700.00
	Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>
	Total:	2	0	700.00

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MANCHESTER TOWNSHIP  
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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
RECREATION TRUST	4-26	0.00	0.00	700.00	700.00
Total Of All Funds:		0.00	0.00	700.00	700.00

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MANCHESTER TOWNSHIP  
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Range of Checking Accts: 27 AFF HOUSE to 27 AFF HOUSE Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid		Contract

27 AFF HOUSE	Affordable Housing			
428 03/25/24	COMMU020 COMMUNITY GRANTS, PLANNING &			8991
V2400395	AFFORDABLE HSING ADMIN AGENT	8,481.47		

429 03/25/24	ROTHS005 ROTHSTEIN, MANDELL, STROHM,			8991
V2400396	AFFORDABLE HOUSING ATTORNEY	390.00		

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	8,871.47	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	8,871.47	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	8,871.47	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	8,871.47	0.00



Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
AFFORDABLE HOUSING TRUST	4-27	0.00	0.00	8,871.47	8,871.47
Total of All Funds:		0.00	0.00	8,871.47	8,871.47

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# 24-176

**RESOLUTION AUTHORIZING PAYMENT OF BILLS**

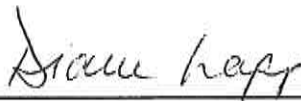
**March 25, 2024**

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	\$	67,248.81
Sewer Utility - East	\$	44,123.73
Utility Escrow - Water	\$	-
Utility Escrow - Sewer	\$	-
Sewer Utility Capital Fund	\$	-
Water Utility Capital Fund	\$	-
	\$	<u>111,372.54</u>

**CERTIFICATION:**



Diane Lapp

Chief Financial Officer

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

Roxanne Conniff  
Council President

\_\_\_\_\_  
Teri Giercyk

Township Clerk

UTILITY BILL LIST ADDENDUM

# 24-176

March 25, 2024

DRAFT

WATER OPERATING  
PAYROLL WEEK ENDING 3/29/24

\$ -

SEWER OPERATING  
PAYROLL WEEK ENDING 3/29/24

\$ -

WATER UTILITY ESCROW

\$ -

SEWER UTILITY ESCROW

\$ -

WATER UTILITY CAPITAL FUND

\$ -

SEWER UTILITY CAPITAL FUND

\$ -

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MANCHESTER TOWNSHIP  
Check Register By Check Date

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Range of Checking Accts: 05 WATER EAST to 05 WATER EAST Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	

05 WATER EAST	Water Operating Fund			
6675 03/14/24	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL		8960	
24-00633	WATER EAST PAY 6	30,315.85		
6676 03/19/24	TREAS045 TREASURER, STATE OF NEW JERSEY		8979	
V2400388	APPLICATION FEE	450.00		
6677 03/25/24	HENDE005 HENDERSON LABS , INC		8983	
24-00168	Blanket PO Compliance Sampling	787.50		
6678 03/25/24	JCPL0005 J C P & L		8983	
V2400414	ELEC SVC 200 001 127 014	8,345.89		
6679 03/25/24	LOWES010 LOWES HOME CENTERS, INC.		8983	
24-00005	BLANKET FOR TOWNSHIP SUPPLIES	105.76		
6680 03/25/24	NJNAT005 NJ NATURAL GAS CO.		8983	
V2400406	NAT GAS SVC 18-4684-2107-19	1,975.77		
6681 03/25/24	RUTGE025 RUTGERS,CENTER FOR GOVT SVS		8983	
24-00383	Public Works Review R Brady	390.00		
6682 03/25/24	THEAL005 THE ALAIMO GROUP, INC		8983	
V2400389	SPRINT/T MOBILE RT 37 WTR TANK	9,405.50		
6683 03/25/24	TOWN0005 TOWNSHIP OF MANCHESTER		8983	
V2400386	JAN GAS CONSUMPTION UTILITIES	1,840.33		
6684 03/25/24	VANCL005 VAN CLEEF ENGINEERING ASSOC.		8983	
23-02032	Water Main reloc Colonial Dr	8,542.00		
6685 03/25/24	VERIZ030 VERIZON WIRELESS		8983	
V2400403	WIRELESS SVC 202847392-00001	215.21		
6686 03/25/24	WATER010 WATER RESOURCE MANAGEMENT, INC		8983	
V2400427	LICENSED OPERATOR DEC 2023	4,875.00		

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	12	0	67,248.81	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	12	0	67,248.81	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	12	0	67,248.81	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	12	0	67,248.81	0.00

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Check Register By Check Date

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
WATER EAST FUND:	3-05	8,542.00	0.00	0.00	8,542.00
WATER EAST FUND:	4-05	58,706.81	0.00	0.00	58,706.81
Total Of All Funds:		67,248.81	0.00	0.00	67,248.81



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Range of Checking Accts: 07 SEWER EAST to 07 SEWER EAST Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
07 SEWER EAST	Sewer Operating Account			
4074 03/14/24	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL		8962	
24-00635	SEWER EAST PAY 6	30,480.76		
4075 03/25/24	AMERIO65 AMERICAN WEAR, INC.		8984	
24-00177	Blanket PO Uniforms	732.52		
4076 03/25/24	GENSE005 GENSERVE, INC		8984	
23-02062	PAM PS Radiator Leak Repair	4,502.96		
4077 03/25/24	GRAIN005 GRAINGER INC		8984	
24-00306	Attic Fan & Roof Base CGL PS	179.38		
4078 03/25/24	JCPL0005 J C P & L		8984	
V2400417	ELEC SVC 200 001 029 038	1,127.10		
4079 03/25/24	STAVO005 STAVOLA ASPHALT CO., INC.		8984	
24-00270	Blanket PO for asphalt	861.20		
4080 03/25/24	TOWN0005 TOWNSHIP OF MANCHESTER		8984	
V2400387	FEB GAS CONSUMPTION UTILITIES	1,364.81		
4081 03/25/24	WATER010 WATER RESOURCE MANAGEMENT, INC		8984	
V2400427	LICENSED OPERATOR DEC 2023	4,875.00		
Checking Account Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	8	0	44,123.73
	Direct Deposit:	0	0	0.00
	Total:	8	0	44,123.73
Report Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	8	0	44,123.73
	Direct Deposit:	0	0	0.00
	Total:	8	0	44,123.73

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Check Register By Check Date

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
SEWER EAST FUND:	3-07	4,502.96	0.00	0.00	4,502.96
SEWER EAST FUND:	4-07	39,620.77	0.00	0.00	39,620.77
Total Of All Funds:		44,123.73	0.00	0.00	44,123.73

# 24-177

DRAFT

March 25, 2024

**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	\$	52,494.50
Sewer Utility West	\$	34,112.75
Water Utility West Capital Fund	\$	-
Sewer Utility West Capital Fund	\$	<u>-</u>
	\$	<u>86,607.25</u>

CERTIFICATION:



Diane Lapp  
Chief Financial Officer

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

Roxanne Conniff  
Council President

\_\_\_\_\_  
Teri Giercyk  
Township Clerk

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UTILITY WEST ADDENDUM

# 24-177

WATER WEST OPERATING

PAYROLL WEEK ENDING 3/29/24

0.00

SEWER WEST OPERATING

PAYROLL WEEK ENDING 3/29/24

0.00

WATER WEST CAPITAL

0.00

SEWER WEST CAPITAL

0.00

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Range of Checking Accts: 30 WATER WEST to 30 WATER WEST Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid		Contract
30 WATER WEST	Water West Account			
23262 03/14/24	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL			8961
24-00634	WATER WEST PAY 6	26,785.59		
23263 03/25/24	ALLIE005 ALLIED CONTROL SERVICES, INC			8985
24-00423	WSA Wells 3&5 Power Supply Rep	403.00		
23264 03/25/24	AMAZON01 AMAZON CAPITAL SERVICES INC			8985
24-00391	Pipe Threading Tool	43.92		
24-00475	LABELS TO MAIL WSA READ CARDS	116.34		
		160.26		
23265 03/25/24	HENDE005 HENDERSON LABS , INC			8985
24-00168	Blanket PO Compliance Sampling	787.50		
23266 03/25/24	HYDRA005 HYDRA-NUMATIC SALES CO.			8985
24-00387	Sensaphone Alarm Renewal	339.40		
23267 03/25/24	JCPL0005 J C P & L			8985
V2400416	ELEC SVC 200 001 030 002	4,788.57		
23268 03/25/24	MIRAC005 MIRACLE CHEMICAL CO.			8985
24-00420	Blanket PO Hypo	5,134.75		
23269 03/25/24	OCEAN090 OCEAN COUNTY RECYCLING			8985
24-00024	BLANKET FOR ASPHALT DISPOSAL	345.18		
23270 03/25/24	REMIN015 REMINGTON & VERNICK ENGINEERS			8985
23-00831	Proposal Consulting Eng Ser	3,700.00		
23-01284	Engineering Services We'll 5	1,200.00		
		4,900.00		
23271 03/25/24	STATE075 STATE OF NJ DCA			8985
V2400390	REFUND W/S OVERPAYMENT	1,678.10		
23272 03/25/24	STEVE025 STEVENSON SUPPLY CO.			8985
24-00161	Blanket PO Supplies/Repairs	456.82		
23273 03/25/24	TOWN0005 TOWNSHIP OF MANCHESTER			8985
V2400386	JAN GAS CONSUMPTION UTILITIES	1,840.33		
23274 03/25/24	WATER010 WATER RESOURCE MANAGEMENT, INC			8985
V2400427	LICENSED OPERATOR DEC 2023	4,875.00		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	13	0	52,494.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	13	0	52,494.50	0.00



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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	

30 WATER WEST	Water West Account	Continued		
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	13	0	52,494.50
	Direct Deposit:	0	0	0.00
	Total:	13	0	52,494.50

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
WATER WEST FUND:	3-30	4,900.00	0.00	0.00	4,900.00
WATER WEST FUND:	4-30	47,594.50	0.00	0.00	47,594.50
Total of All Funds:		52,494.50	0.00	0.00	52,494.50

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Range of Checking Accts: 32 SEWER WEST to 32 SEWER WEST Range of Check Dates: 03/12/24 to 03/25/24  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
32 SEWER WEST	Sewer West Account			
11957 03/14/24	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL		8963	
24-00636	SEWER WEST PAY 6	22,036.08		
11958 03/25/24	GENSE005 GENSERVE, INC		8986	
24-00388	EMG Service Call WSA LS#6	245.00		
24-00389	EMG Service Call WSA LS#1	517.50		
		762.50		
11959 03/25/24	JCPL0005 J C P & L		8986	
V2400415	ELEC SVC 200 001 127 022	1,005.65		
11960 03/25/24	KRSSE005 KRS SERVICES, INC		8986	
24-00422	Pump Repair WSA LS#6	2,183.80		
11961 03/25/24	ONECA005 ONE CALL CONCEPTS, INC		8986	
24-00187	Blanket PO Markouts	505.40		
11962 03/25/24	STATE075 STATE OF NJ DCA		8986	
V2400390	REFUND W/S OVERPAYMENT	1,227.71		
11963 03/25/24	THESH005 THE SHERWIN WILLIAMS COMPANY		8986	
24-00162	Blanket PO for Paint Supplies	151.80		
11964 03/25/24	TOWN0005 TOWNSHIP OF MANCHESTER		8986	
V2400387	FEB GAS CONSUMPTION UTILITIES	1,364.81		
11965 03/25/24	WATER010 WATER RESOURCE MANAGEMENT, INC		8986	
V2400427	LICENSED OPERATOR DEC 2023	4,875.00		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	9	0	34,112.75	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	9	0	34,112.75	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	9	0	34,112.75	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	9	0	34,112.75	0.00

March 22, 2024  
08:36 AM

MANCHESTER TOWNSHIP  
Check Register By Check Date

MAFT

Page No: 2

Totals by Year-Fund  
Fund Description

Fund

Budget Total

Revenue Total

G/L Total

Total

SEWER WEST FUND:

4-32

34,112.75

0.00

0.00

34,112.75

Total of All Funds:

34,112.75

0.00

0.00

34,112.75

**ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE SALE OF BLOCK 1.268, Lot 36 ON THE MUNICIPAL TAX MAP TO K. SARAMA, LLC., IN ACCORDANCE WITH THE PROVISIONS OF N.J.S.A. 40A:12-13 (b) AND N.J.S.A. 40A:12-13.2 (1123 MADISON AVENUE; \$60,000.00)**

**WHEREAS**, the Township of Manchester is the owner of Block 1.268, Lot 36, which is an undersized lot under the current ordinances of the municipality; and

**WHEREAS**, it is the desire of the Mayor and Township Council to sell said property; and

**WHEREAS**, the municipality has established \$60,000.00 as the fair market value for said property; and

**WHEREAS**, N.J.S.A. 40A:12-13.2 requires the municipality to first offer said property to the adjoining property owners for purchase; and

**WHEREAS**, the adjoining property owner, K. SARAMA, LLC., has agreed to purchase Block 1.268, Lot 36, from the Township of Manchester for the sum of \$60,000.00; and

**WHEREAS**, N.J.S.A. 40A:12-13(b)(5) provides for the authorization of said transfer of property by ordinance.

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

**SECTION 1.** That in accordance with the requirements of N.J.S.A. 40A:12-13(b)(5), the governing body does hereby authorize the sale of Block 1.268, Lot 36, to the adjoining property owner, K. SARAMA, LLC, said property being undersized, and the adjoining property owners agree to purchase said property for the fair market value of said property.

**SECTION 2.** That the Mayor and Municipal Clerk are hereby authorized to execute any and all documents to transfer title to said property by Quitclaim Deed to K.SARAMA, LLC for the sum of \$60,000.00. K. SARAMA, LLC., shall be responsible for the payment of the municipality's costs in conveying said property. A requirement of the transfer of the property is that it be consolidated with the adjoining property owned by the purchaser.

**SECTION 3.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 4.** This ordinance shall take effect after second reading and publication as 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 11<sup>th</sup> day of March 2024 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 March 25, 2024. At such time and place or any time or place to which said meeting may be adjourned, all persons interest will be given an opportunity to be heard concerning said ordinance.

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Teri Giercyk, RMC/CMC  
Municipal Clerk



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**ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE SALE OF BLOCK 1.347, LOT 11 ON THE MUNICIPAL TAX MAP TO HILLEL GRES and ADINA GRES, IN ACCORDANCE WITH THE PROVISIONS OF N.J.S.A. 40A:12-13(b) AND N.J.S.A. 40A:12-13.2 (616 Grinnell Avenue; \$65,455.00)**

**WHEREAS**, the Township of Manchester is the owner of Block 1.347, Lot 11, which is an undersized lot under the current ordinances of the municipality; and

**WHEREAS**, it is the desire of the Mayor and Township Council to sell said property; and

**WHEREAS**, the municipality has established \$65,455.00 as the fair market value for said property; and

**WHEREAS**, N.J.S.A. 40A:12-13.2 requires the municipality to first offer said property to the adjoining property owners for purchase; and

**WHEREAS**, the adjoining property owner, HILLEL GRES and ADINA GRES, has agreed to purchase Block 1.347, Lot 11, from the Township of Manchester for the sum of \$65,455.00; and

**WHEREAS**, N.J.S.A. 40A:12-13(b)(5) provides for the authorization of said transfer of property by ordinance.

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

**SECTION 1.** That in accordance with the requirements of N.J.S.A. 40A:12-13(b)(5), the governing body does hereby authorize the sale of Block 1.347, Lot 11, to the adjoining property owner, HILLEL GRES and ADINA GRES, said property being undersized, and the adjoining property owners agree to purchase said property for the fair market value of said property.

**SECTION 2.** That the Mayor and Municipal Clerk are hereby authorized to execute any and all documents to transfer title to said property by Quitclaim Deed to HILLEL GRES and ADINA GRES, for the sum of \$65,455.00. HILLEL GRES and ADINA GRES shall be responsible for the payment of the municipality's costs in conveying said property. A requirement of the transfer of the property is that it be consolidated with the adjoining property owned by the purchasers.

**SECTION 3.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 4.** This ordinance shall take effect after second reading and publication as 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 11<sup>th</sup> day of March 2024, 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 March 25, 2024. 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.

---

Teri Giercyk, RMC/CMC  
Municipal Clerk



**ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, FOR  
CALENDAR YEAR 2024, TO EXCEED THE MUNICIPAL BUDGET COST OF LIVING  
ALLOWANCE AND TO ESTABLISH A CAP BANK PURSUANT TO N.J.S.A. 40A:4-45.15a**

**WHEREAS**, the Local Government Cap Law, N.J.S.A. 40A: 4-45.15a, et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriations and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Council of the Township of Manchester, in the County of Ocean, finds it advisable and necessary to increase its CY 2023 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Township Council hereby determines that a 3.5% increase in the budget for said year, amounting to \$1,257,081.91 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS**, the Township Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Council of the Township of Manchester, in the County of Ocean, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2024 budget year, the final appropriations of the Township of Manchester shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5%, amounting to \$1,257,081.91 and that the CY 2024 municipal budget for the Township of Manchester be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within five (5) days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within five (5) days after such adoption.

**PURSUANT TO** the provisions of N.J.S.A. 40:69A-18(b), this ordinance shall take effect immediately upon 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 11<sup>th</sup> day of March 2024 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 the 25<sup>th</sup> day of March 2024. At such time and place or any time or place to which said meeting may be adjourned; all persons interested will be given an opportunity to be heard concerning said ordinance.

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Teri Giercyk, RMC/CMC  
Municipal Clerk



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**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY AMENDING CHAPTER 242 ENTITLED "LANDLORD REGISTRATION" AND ESTABLISHING CHAPTER 244 OF THE TOWNSHIP CODE ENTITLED "HOUSING STANDARDS"**

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

**SECTION 1.** Chapter 242 of the Township Code entitled "Landlord Registration" is hereby amended and supplemented as follows:

**ARTICLE I. Landlord Registration.**

**§242-1. Procedure established.**

There is hereby established a fee and procedure for landlord registration within the Township of Manchester. No person shall hereafter occupy any rental unit, nor shall the owner permit occupancy of any rental unit which is not registered and approved in accordance with this chapter.

**§242-2. Definitions.**

**AGENT**

The individual or individuals designated by the owner as the person(s) authorized by the owner to perform any duty imposed upon the owner by this chapter. The term does not necessarily mean a licensed real estate broker or salesman of the State of New Jersey as those terms are defined by N.J.S.A. 45:15-3; however, such term may include a licensed real estate broker or salesman of the State of New Jersey if such person designated by the owner as his agent is so licensed. The term can include an apartment manager or management company.

**APARTMENT**

A room or combination of rooms in one building designed for use as a living unit or any room or rooms in a rooming/boarding house or other dwelling unit consisting of one or more rooms occupying all or part of a floor or floors in a building, whether designed with or without housekeeping facilities for dwelling purposes and notwithstanding whether the apartment is designed for a residence, for an office, or for the operation of any industry or business, or for any other type of independent use.

**APARTMENT COMPLEX**

Any building(s), containing four or more apartments/rental units.

**LANDLORD**

The person or persons who own or purport to own any building in which there is rented or offered for rent housing space for living or dwelling under either a written or oral lease, including but not limited to any building subject to the Hotel and Multiple Dwelling Law, P.L. 1967, c. 76 (N.J.S.A. 55:13A-1 et seq.), and owner-occupied two-unit premises. In the case of a mobile home park, "landlord" means the owner of an individual dwelling unit within the mobile home park. Regardless of whether the Landlord receives monetary compensation for the said rental property.

**PERSON**

An individual, firm, corporation, partnership, trust or other legal entity, or any combination thereof.

**RENTAL UNIT**

A dwelling unit which is available for lease or rental purposes and any place where living accommodations are supplied, whether furnished or unfurnished, for pay or other consideration, to one or more individuals and is meant to include apartments, apartment complexes, single-family homes, multiple units within a single residential building, rooming houses or group homes.

**§242-3. Filing of landlord registration statement; renewal.**

All rental units shall be registered as follows:

- A. All landlords shall file a landlord registration statement, on a form promulgated by the Township, with the Department of Inspections, Land Use & Planning for each rental unit.
- B. The registration fee shall be \$100 for each rental unit, which shall be paid annually.
- C. A license fee shall be paid in advance to the Township, due no later than January 31 of each year. The license shall be valid until December 31 of each year.
- D. The license shall be renewed annually by submitting a renewal application along with the required fee and any updated information pertaining to the rental unit, including but not limited to a change in tenancy.
- E. Should any change in tenancy occur, the landlord must update tenant information on file with the initial Landlord submission to the Township Department of Inspections, Land Use & Planning within 20 days of the initial inspection for occupancy.. Any change and/or missing information after this time period shall constitute a new rental inspection and associated fee.
- F. When a property is owned by an LLC, the registered agent of the said LLC shall be required to submit a copy of the driver's license with the application.

**ARTICLE II. Rental Certificate of Occupancy.**

**§242-4. Purpose.**

Certification and inspections of rental units are conducted to protect the public health, safety and welfare of the Township and its residents, while improving rental housing conditions within the Township.

**§242-5. Rental Certificate of Occupancy Required; Fees; Term.**

- A. Upon registration and within the cyclical schedule, No person who owns, manages, conducts or operates a rental unit in the Township, shall rent, lease, let, sublet or permit the same to be occupied or re-rented by another without first securing from the Township Construction Official or his/her designee a Certificate of Occupancy for said dwelling unit. Regardless of whether the Landlord receives monetary compensation for the said rental property.



- B. The fees associated with and for obtaining a Certificate of Occupancy shall be in accordance with Section 179-10.
- C. Certificates shall be valid for a 2-year period from the date of last inspection unless there is a changeover in tenancy prior to the expiration of the applicable 2-year period.

**§242-6. Requirements and Guidelines for Inspections.**

- A. All inspections for a Rental Housing Certificate of Occupancy shall be conducted by the Manchester Township Building Inspector or his/her designee.
- B. A Rental Housing Inspection Checklist shall be prepared by and maintained at the Township Building Department. All violations shall be cited from the appropriately adopted code or regulation.
- C. The scope of the inspection of the dwelling unit for a Certificate of Occupancy shall include the interior and exterior of the property and all common areas.
- D. The allowable occupant loads for any rental structure or unit shall be defined by the applicable Township adopted Residential Property Maintenance Code.
- E. No Certificate of Occupancy shall be issued for a rental unit unless the condition of the unit complies with one or more of the following: (a) Township adopted Residential Property Maintenance Code; (b) New Jersey State Housing Code (N.J.A.C. 5:28); (c) New Jersey Uniform Construction Code; and (d) New Jersey Hotels and Multiple Dwellings Act (N.J.S.A. 55:13A-12); and Uniform Fire Code (N.J.A.C. 5:70)
- F. All rental units subject to inspection shall be vacant at the time of inspection – no exceptions.

**§242-7. Enforcement.**

- A. At any time that an official or employee of the Township of Manchester, including but not limited to, the Construction Official, Code Enforcement Officer, Construction Inspector, Housing Official or Police Officer of the Township of Manchester has reason to believe that any person or rental unit is in violation of the provisions of this chapter, the landlord and/or tenants may be issued a summons for violation of the provisions of this chapter.
- B. Furthermore, No rental facility shall be conducted or maintained in such a manner to constitute a nuisance which will result in any unreasonable disturbance or disruption to the surrounding properties and property owners or of the public in general.

**§242-8. Penalties.**

Any person, firm or corporation who shall violate any of the provisions of this article shall be subject to the penalties as provided in Chapter 1, Article II, General penalty, § 1-4.

Each day each dwelling unit is occupied without a Certificate of Occupancy shall be considered a separate violation.



**§242-9. Disclaimer of Liability.**

The Township shall not be liable to any person by reason of the inspections required by this Article or the issuance of a Rental Housing Certificate of Occupancy. The issuance of a Rental Housing Certificate of Occupancy by the Township of Manchester is not a warranty or guarantee that there are no defects in the non-owner occupied residential dwelling or unit. The inspection of the land use, exterior and interior of the dwelling unit is limited to visual inspection only. The Township does not guarantee or approve, and shall not be responsible for, defects not noted in any inspection report or for any latent, structural or mechanical defects thereto.

**SECTION 2.** Chapter 244 of the Township Code entitled "Housing Standards" is hereby established and shall read as follows:

**ARTICLE I. Existing Structures Code.**

**§244-1. Adoption of standards by reference; copies on file.**

The Property Maintenance Code of the Township of Manchester, as established by Chapter 313 of the Township Code shall serve as the existing structures code of the Township of Manchester.

**ARTICLE II. Rental properties; Maintenance; Inspections Prior to Occupancy.**

**§244-2. Notice of intended occupancy or reoccupancy.**

- A. The owner of any residential building, structure, or unit thereof which is subject to the Property Maintenance Code and which is rented and/or is intended for rental shall, prior to each initial occupancy of the same or upon the vacating of the same and prior to reoccupancy of such building, structure or unit thereof, apply to the Department of Inspections, Land Use & Planning, in writing, for a rental certificate of occupancy and shall obtain a rental certificate of occupancy prior to occupying or reoccupying the property. The application shall require the owner of the property to provide the square-footage dimensions of each bedroom, living room area, kitchen area, and bathroom area, and the name and number of all tenants.
- B. If an owner applies for an occupancy certificate prior to the selection of a tenant for said rental unit, an inspection may be performed, and, when appropriate, a certificate of occupancy shall be issued, to remain valid for 60 calendar days for the unoccupied unit(s). The owner shall, within 10 calendar days of selecting a tenant, register the occupant(s) with the Township. If the seventy-calendar-day period has expired from the issuance of the certificate of occupancy and the tenant information has not been submitted to the Township, then said certificate shall be invalid, and the rental unit cannot be rented until a new inspection has been paid for and passed by the Township.
- C. Applications for said rental occupancy shall be in accordance with § 179-12 B (1) – Rental for certain time periods prohibited.

**§244-3. Inspections; certificate of compliance and occupancy limitations.**

After the receipt of said application by the Administrative Housing Official, the building or structure or unit thereof shall be inspected by a Code Official and/or representative of the Building Department. Upon making such inspection and determining that the Property Maintenance Code has been complied with, the Building Department shall issue a certificate indicating the date and the



fact that such buildings or structures or units thereof are in compliance with the Code. The certificate issued pursuant to this section shall be posted by the owner in a conspicuous place inside the licensed premises and within five linear feet of the main entrance door. The certificate shall establish the occupancy limits of the property. It shall be a violation of this Code for any person, except for an authorized officer or employee of the Township of Manchester, to remove a posted certificate during the period it is in effect and shall subject the property to be immediately vacated in the judgment of the Code Official and/or the owner or occupant to be fined as set forth herein. Each certificate shall contain the following warning:

**"WARNING  
OCCUPANCY LIMITATION"**

The maximum permitted occupancy of this dwelling unit is \_\_\_\_\_. The occupancy limit will be strictly enforced. No warnings will be given. Each tenant of the dwelling unit at the time of the violation of the occupancy limit shall be issued a summons for overcrowding. Only those occupants whose names are on file with the Township as required in this Chapter, may reside within the registered premises. It shall be a further violation of this Code for any person to occupy or use any premises if a required certificate has not been issued.

**§244-4. Responsibility for correction of violations. Inspections; certificate of compliance and occupancy limitations.**

The owner of the inspected property shall be responsible for the correction of violations of the code as indicated in a written notification by the Code Official or his/her representative to the owner.

**§244-5. Notice of abatement of violations.**

Upon correction of the violations, the owner of the inspected property shall notify, in writing, the Code Official in order that a reinspection for the purpose of requiring correction of the earlier violations may be made. This procedure shall be followed and repeated until all violations have been corrected.

**§244-6. Fees.**

- D. The owner of the inspected property shall be charged a fee for the initial inspection for each separate leased or rented unit inspected for the aforesaid purpose. The fees associated with and for obtaining a Certificate of Occupancy shall be in accordance with Section 179-10.

. The aforesaid fee shall be paid to the Administrative Housing Official prior to the aforesaid inspection or reinspection(s).

**§244-7. Enforcement.**

At any time that an official or employee of the Township of Manchester, including but not limited to the Construction Official, Code Enforcement Officer, Construction Inspector or Police Officer of the Township of Manchester has reason to believe that any rental unit is in violation of the provisions of this chapter, the landlord and/or tenants may be issued a summons for violation of the provisions of this chapter.

**§244-8. Governing provisions.**

In any case where a provision of the code is found to be in conflict with a provision of any zoning, construction, fire, safety or health ordinance or code of the municipality, the provision which establishes the higher standard for the promotion and protection of the safety and health of the



people shall prevail. In any case where a provision of the code is found to be in conflict with a provision of any other ordinance or code of the municipality which establishes protection of the safety and health of the people, the provisions of the code shall prevail.

**§244-9. Compliance with other property maintenance standards.**

- A. No person shall occupy as owner or occupant, or rent to another for occupancy, any dwelling or dwelling unit for the purpose of living therein which does not conform to the provisions of Chapter 313, Property Maintenance, as established and amended hereby and as may be amended from time to time hereafter, as the standard to be used in determining whether a dwelling is safe, sanitary and fit for human habitation.
- B. No agent of an owner, real estate broker, firm, company, partnership, corporation or person shall rent, re-rent, lease, re-lease, sell, resell or suffer to allow any person or persons to live in or occupy as a tenant or otherwise any multiple dwelling unit, manufactured/mobile home and/or single-family residence or dwelling where there shall be a change of occupancy, unless a certificate of occupancy certifying that said manufactured/mobile dwelling unit or apartment and/or single-family residence or dwelling is fit for human habitation and that said multiple dwelling unit or apartment and/or single-family residence or dwelling is in compliance with all other ordinances of the Township shall first be obtained from the Building Department. Such a certificate of occupancy shall be granted or denied within 10 days from the date of the application for same.

**§244-10. Compliance with landlord registration ordinance.**

All landlords shall comply with Chapter 242 of the Township Code entitled "Landlord Registration" within the Township of Manchester and shall file a landlord registration statement on a form promulgated by the Township with the Department of Inspections, Land Use & Planning for each rental property. Landlord registrations are to be filed for each rental unit. The registration fee shall be \$100 for each rental property, which shall be paid annually.

**§244-11. Compliance with lead safe certificate law.**

Per New Jersey's Lead Safe Certificate Law (P.L. 2021, C. 182), any rental unit constructed prior to 1978 requires an inspection to check for deteriorated paint, debris, dust or residue. Each rental unit must receive a lead safe certificate upon each rental turnover (change of tenancy) or every 3 years, whichever comes first. A lead safe certificate is valid for 2 years and if the change in tenancy occurs prior to the expiration of the certificate an inspection is not required. The initial inspection for all rental units must take place before July 31, 2024. If a lead paint inspection fails, the owner/landlord must remediate the issues noted in the inspection report within 30 days.

**§244-12. Compliance with liability insurance requirements.**

- A. Pursuant to New Jersey P.L. 2022, c.92, the owner of a rental unit or units shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.
- B. The owner of a multifamily home which is four or fewer units, one of which is owner-occupied, shall maintain liability insurance for negligent acts and omissions in an amount

of no less than \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

- C. The owner of a rental unit or units shall annually register the certificate of insurance demonstrating compliance with P.L. 2022, c.92 and this Chapter with the Department of Inspections, Land Use & Planning.
- D. An annual administrative fee of \$100.00 shall apply to the filing of the certificate of registration required pursuant to P.L. 2022, c.92 and this Chapter.

**§244-13. Rentals of amenities prohibited.**

The lease or rental, for any purpose and for any period of time, of any amenity, feature, or accessory that is appurtenant to or associated with any rental unit, dwelling or residential structure is prohibited. "Amenity, feature, or accessory" shall include, but is not limited to, swimming pools, pool cabanas, accessory structures, hot tubs, decks, patios, yards, and the like.

**§244-14. Violations and Penalties.**

Any person, firm or corporation who shall violate any of the provisions of this article shall be subject to the penalties as provided in Chapter 1, Article II, General penalty.

**SECTION 3.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 4.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 4.** This ordinance shall take effect after second reading and publication as required by law.

**NOTICE**

**NOTICE IS HEREBY GIVEN** that the foregoing ordinance was introduced and passed by the Township Council of the Township of Manchester on first reading at a meeting held on the 11<sup>th</sup> day of March 2024 at 6:00 pm. The Ordinance will be considered for second and final reading at a meeting of the Township Council which is scheduled for the 25<sup>th</sup> day of March, 2024, at 6:00 pm or as soon thereafter as the matter may be reached, at the Municipal Building located at 1 Colonial Drive, Manchester, New Jersey 08759, 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.

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Teri Giercyk, RMC/CMC  
Municipal Clerk



**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, AMENDING, SUPPLEMENTING AND REPEALING  
VARIOUS SECTIONS OF THE TOWNSHIP CODE CONCERNING RECREATION**

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

**SECTION 1.** That the following sections of Chapter 160 of the Code of the Township of Manchester be and hereby is amended and supplemented as follows:

**§160-11 Summer Beach Badge Fees**

The purchase of a beach badge will permit access to the Township beaches, and fishing areas.

A. Seasonal beach badges:

(1) Residents:

(a) Adult Ages 10+: \$20.

(b) Children 9 and under : no charge. (must be accompanied by an adult age 18 or older)

(2) Nonresidents:

(a) Adult Ages 10+: \$40.

(b) Children 9 and under: no charge. (must be accompanied by an adult age 18 or older)

B. Daily beach badges:

(1) Residents:

(a) Adult Ages 10+: \$15.

(b) Children 9 and under: no charge (must be accompanied by an adult age 18 or older).

(2) Nonresidents:

(a) Adult Ages 10+: \$30.

(b) Children 9 and under: no charge (must be accompanied by an adult age 18 or older).

C. Pre-Sale:

(a) Resident Ages 10+: \$10

(b) Nonresident Ages 10+: \$20

D. Holiday weekend:

(a) Resident Ages 10+: \$25

(b) Nonresident Ages 10+: \$50

E. Veterans only shall receive a 50% discount on any one beach badge. Proof required.

F. No refunds will be given for inclement weather, lake closures, lost or stolen badges. No exchanges.

G. Beach badges shall be provided at no cost to the Township volunteer service personnel, fire departments, first aid squads, all members of Township boards and immediate family members.

**SECTION 2.** That the following sections of Chapter 288 of the Code of the Township of Manchester, be and hereby is amended and supplemented as follows:



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**§ 288-22. Beach badges.**

- A. Township beach badges or tags are required for admission to the designated Township lake areas, all beaches and fishing areas and must be visibly displayed at all times.
- B. No minors shall enter upon or be upon the designated lakes, beaches or picnic areas of the Township unless accompanied by an adult over the age of 18 who holds a current beach badge or tag issued by the Township.
- C. No person shall apply for a beach badge or tag except in his or her own name. Badges are non-transferable. No subleasing badges.
- D. No person receiving a beach badge or tag shall sell, give or otherwise transfer same to any other person.
- E. Any person who shall violate the rules and regulations shall be subject to revocation of beach badge or tag and beach and recreation area privileges upon written notice by the Township Recreation Director. Such revocation shall become effective immediately upon receipt of the notice. Any revocation may be applied to the Township Council in writing.

**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 25<sup>th</sup> day of March 2024, 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 April 8, 2024. At such time and place or any time or place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

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Teri Giercyk, RMC/CMC  
Municipal Clerk

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

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 reason:

1. Block 61.10 lot 35 for overpayment in the amount of \$115.59 made payable to Estate of John Rhein, c/o Justin Shearer Esq. 625 Route 9 Atlantic City Blvd., Beachwood, NJ 08722.
2. Block 98 lot 14.183 for overpayment in the amount of \$77.76 made payable to Chester Sieka, 105 Wills Avenue, Stanhope, NJ 07874.
3. Block 75.01 lot 46.01/331 for overpayment in the amount of \$153.44 made payable to State of New Jersey, DCA Attn: Fidel Ekhehar, 101 S Broad Street, Trenton, NJ 08608.

**Total Amount Due \$ 346.79**

**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.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be sent to the following:

1. Chief Financial Officer
2. Tax Collector

**CERTIFICATION**

I, Teri Giercyk, 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 March 2024.

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Teri Giercyk, RMC/CMC  
Municipal Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING AN ENABLING RESOLUTION FOR SUPPLEMENTAL FUNDING REQUEST WITH THE STATE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION, GREEN ACRES PROGRAM**

**WHEREAS**, the New Jersey Department of Environmental Protection, Green Acres Program ("State"), provides loans and/or grants to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition and development of lands for outdoor recreation and conservation purposes; and,

**WHEREAS**, the Township of Manchester has previously obtained a grant of \$6,742,103.00 from the State to fund the following project(s):

**#1519-04-001 Manchester Township Planning Incentive; and**

**WHEREAS**, the State and the Township of Manchester intend to increase Green Acres funding by \$1,050,000, to increase Green Acres funding to a total of \$7,792,103

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

1. Mayor Robert S. Arace or the successor to the office of Mayor of the Township of Manchester is hereby authorized to execute an agreement and any amendment (s) thereto with the State known as Manchester Township Planning Incentive, and;
2. The applicant agrees to provide its matching share to the Green Acres funding, if a match is required, in the amount of \$7,792,103 and;
3. The applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project.
4. This resolution shall take effect immediately.

**CERTIFICATION**

I, Teri Giercyk, Clerk of the Township of Manchester, do hereby certify that the foregoing is a true copy of a resolution adopted by the Township Council at a meeting held on the 25<sup>th</sup> day of March 2024.

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Teri Giercyk, RMC/CMC  
Municipal Clerk



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#24-180

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE  
OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT  
WITH CASSONE LEASING, INC.**

**WHEREAS**, the Recreation Office Manager has arranged for Cassone Leasing, Inc. to provide an office trailer for use by the entertainment at Manchester Day and Concert Fest “2024”; and,

**WHEREAS**, there is presently on file in the office of the Township Clerk a proposed lease agreement to be entered into for the aforesaid trailer beginning June 27, 2024 through August 27, 2024,

**WHEREAS**, the amount of consideration provided for in said agreement is \$2,748.00, which is less than the threshold amount requiring public bidding under the provisions of *N.J.S.A. 40A:11-1 et seq.*; and,

**WHEREAS**, the Township Council has reviewed the proposed lease agreement aforesaid and is satisfied with the contents of same; and,

**WHEREAS**, the lease agreement will be funded through sponsorship.

**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 a lease agreement with Cassone Leasing, Inc., for a total amount of \$2,748.00, for a two-month lease period which includes delivery/installation charges and dismantle/return delivery charges.
2. That the Township Clerk shall forward a copy of this Resolution to the following:
  - A. Chief Financial Officer;
  - B. Purchasing Agent;
  - C. Recreation Director;
  - D. Cassone Leasing, Inc.

**CERTIFICATION**

I, Teri Giercyk, 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 of said Township at a meeting held on the 25<sup>th</sup> day of March 2024.

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Teri Giercyk, RMC/CMC  
Municipal Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE  
OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A CONTRACT  
WITH PARADISE ISLAND ENTERTAINMENT**

**WHEREAS**, the Recreation Director has arranged for Paradise Island Entertainment to provide entertainment for “A Night in Paradise” Hawaiian show; and,

**WHEREAS**, there is presently on file in the office of the Township Clerk a proposed contract to be entered into for the aforesaid entertainment on August 9th, 2024 (R/D: Aug. 16th, 2024),

**WHEREAS**, the total due is \$5,500. A \$500 deposit is due to reserve the entertainment and a balance of \$5,000 is due on the day of the event and,

**WHEREAS**, the Township Council has reviewed the proposed form of contract aforesaid and is satisfied with the contents of same; and,

**WHEREAS**, the Chief Financial Officer certifies the availability of funds in the CY2024 Recreation budget and that the funds shall not exceed \$5,500; and,

**WHEREAS**, the Township Council agrees that funding is necessary for the contract aforesaid, and, therefore, is ensuring by this resolution that the calendar year 2024 budget will include specific funding for the aforesaid contract.

**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 a contract with Paradise Island Entertainment for “A Night in Paradise” Hawaiian show on August 9th, 2024.
2. That the Chief Financial Officer is hereby authorized to process the necessary paper work to hold the reservation and process the final payment to be paid August 9th, 2024.
3. That the Township Council is ensuring by this resolution that funding will be provided in the Township’s calendar year 2024 budget for the payment of the contracts aforesaid.
4. That the cost for the services aforesaid shall not exceed \$5,500.00 with a deposit of \$500 due as soon as possible and a balance of \$5,000 due on August 9th, 2024 (R/D: Aug. 16th, 2024).
5. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Mayor;
  - B. Administrator;
  - C. Chief Financial Officer;
  - D. Purchasing Agent;
  - E. Recreation Director;
  - F. Paradise Island Entertainment

**CERTIFICATION**

I, Teri Giercyk, 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 of said Township at a meeting held on the 25<sup>th</sup> day of March 2024.

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Teri Giercyk, RMC/CMC  
Municipal Clerk



**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, AUTHORIZING THE AWARD OF BID # 24-09  
EMERGENCY CONTRACTING SERVICES TO CREST CONSTRUCTION GROUP**

**WHEREAS**, the Township Department of Public Works has a requirement at times for the services of an emergency contractor for emergency excavation and similar projects in response to emergent situations; and

**WHEREAS**, the Director of Public Works shall make the decision to use the contract most advantageous to the Township in determining when to use the most efficient contractual service; and

**WHEREAS**, Bid #24-09 was publicly advertised and opened in a public manner on March 19, 2024 at 10:00A.M.; and

**WHEREAS**, Crest Construction Group 401 N. Main Street, Barnegat, N.J. was the lowest responsive and responsible bidder in accord with N.J.S.A.40A:11-1 et. Seq.,

**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 Bid #24-09 for Emergency Contracting Services for the Department of Public Works is hereby awarded a two (2) year contract and the Mayor is authorized to execute contract with Crest Construction Group
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
  - C. Director of the Department of Public Works

**CERTIFICATION**

I, Teri Giercyk, 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 March 2024

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Teri Giercyk, RMC/CMC  
Municipal Clerk

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#24-183

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, RELEASING AN ESCROW POSTED BY RAYMOND WYSOKOWSKI FOR BLOCK 99.125 LOT 5 (2051 HARRISON AVENUE)**

**WHEREAS**, an escrow was heretofore posted with the Township in connection with a project located at Block 99.125 Lot 5 (2051 Harrison Avenue); and,

**WHEREAS**, under date of March 4, 2024, the Zoning Engineer did recommend the release of the said escrow; 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 escrow release of Block 99.125 Lot 5 in the amount of \$362.50 plus interest minus any outstanding invoices be released from account number 73720.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. T&M  
11 Tindall Road  
Middletown NJ 07748
  - B. Chief Financial Officer
  - C. Raymond Wysokowski  
2051 Harrison Avenue  
Whiting NJ 08759

**CERTIFICATION**

I, Teri Giercyk, 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 March 2024.

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Teri Giercyk, RMC/CMC  
Municipal Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, RELEASING AN ESCROW POSTED BY REDEEMER LUTHERAN CHURCH FOR A PROJECT LOCATED AT BLOCK 77 LOT 12 (2309 ROUTE 70)**

**WHEREAS**, an escrow was heretofore posted with the Township in connection with a project located at Block 77 Lot 12 (2309 Route 70); and,

**WHEREAS**, under date of March 14, 2024, the Township Engineer did recommend the release of the said escrow; 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 escrow release of Block 77 Lot 12 in the amount of \$500 plus interest minus any outstanding invoices be released from account number 73724.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:

- A. Morgan Engineering  
PO Box 5232  
Toms River NJ 08754
- B. Chief Financial Officer
- C. Redeemer Lutheran Church  
2309 Route 70  
Manchester NJ 08759

**CERTIFICATION**

I, Teri Giercyk, 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 March 2024.

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Teri Giercyk, RMC/CMC  
Municipal Clerk



#24-185

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,  
STATE OF NEW JERSEY, AWARDING A CONTRACT TO AND AUTHORIZING THE  
APPOINTMENT OF BRIAN WILKIE ESQ. AS ALT. 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 Brian Wilkie, Esq. of Bonnie R. Peterson’s office, as Alt. Municipal Prosecutor; and,

**WHEREAS**, the amount of the contract to be awarded under this resolution is determined to be \$45,000.00 which sum is reasonably estimated based upon such Legal Services as may be required over the contract term to be awarded under this resolution, including but not limited to, the amount spent for such Legal services for the previous calendar year, the costs of compensation under the contract to be awarded, and any projected increase or decrease in services anticipated versus the prior year, and which sum the Township of Manchester is under no obligation to spend and which may be exceeded; 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 2024 temporary budget and will be available in the final budget when adopted under:

**Alt. Municipal Prosecutor; and,**

**WHEREAS**, The amount of the contract to be awarded under this resolution is determined to be \$45,000.00, which sum is based on a reasonable estimate of the Legal Services required over the contract term, the Township of Manchester is not obligated to spend this amount and is permitted to exceed this amount during the course of performance of this contract; 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 Brian Wilkie, Esq. is hereby appointed as Alt. Municipal Prosecutor for a term ending December 31, 2024.

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

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 January 1, 2024.

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

- A. Administrator;
- B. Chief Financial Officer
- C. Purchasing Agent
- D. Brian Wilkie, Esq.  
1201 S.W. Central Avenue  
P.O. Box J  
Seaside Park, NJ, 08752

#### **CERTIFICATION**

I, Teri Giercyk, 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 March 2024.

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Teri Giercyk, RMC/CMC  
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
    - b. Personnel
    - c. Litigation
  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, Teri Giercyk, 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 March 2024.

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Teri Giercyk, RMC/CMC  
Municipal Clerk