



**MANCHESTER TOWNSHIP
COUNCIL MEETING AGENDA
OCTOBER 27, 2025
6:00 PM**

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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. MAYORAL APPOINTMENTS - READ INTO THE RECORD

Mayor Appointments

6. APPROVAL OF MINUTES

Approval of Minutes – October 14, 2025 Regular and Executive Session
Minutes

7. BEST PRACTICES CHECKLIST

Best Practices Survey

8. SUBMISSION OF BILLS

#25-410 Current Fund

#25-411 Utility Fund – ESA

#25-412 Utility Fund – WSA

9. ORDINANCES – First Reading & Introduction

#25-42 Authorizing the Easement of a Portion of Block 2.03 Lot 9 to Ocean
County (Ridgeway at Beacon Street Intersection)

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

#25-39 Amending Chapter 326 of Township Code, Consistent with Public Law

2025, Chapter 85 Concerning Rent Leveling Boards

#25-41 Authorizing the Purchase of Block 113, Lot 7 from Cedar Glen Lakes, Inc. (1300 Route 70 and the Corner of Roosevelt City Road; \$50,000)

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. PURCHASING

#25-413 Authorizing the Award of a Required Disclosure Contract with Shafts and Sleeves Company Inc., for Rebuild of Two (2) Pumps at Station # 7

#25-414 Authorizing Gasboy and Accessories State Contract for Aboveground Fuel Tanks, Associated Equipment, Installation, Tank Removal and System Services

#25-415 Authorizing Purchase of Two (2) 2026 Ford F250 Pickup Trucks through State Contract

#25-416 Authorizing a Required Disclosure Procurement for the Purchase of Well #4 Pilot Study Through Geiger Pump and Equipment Company

#25-417 Authorizing the Purchase of One (1) 2026 Ford F250 Pickup Truck under State Contract

B. BONDS/ESCROWS

#25-418 Releasing Escrow Posted for Block 52.30 Lot 28 (15 Wycombe Way)

#25-419 Releasing Escrows Posted for Block 75.146 Lot 28 (7B Norwich Drive)

#25-420 Releasing an Escrow Posted by Homeland Towers, LLC for a Property Located at Block 89 Lot 3 (652 Route 530)

C. FINANCE

#25-421 Providing for the Insertion of a Special Item of Revenue for Sustained Enforcement Grant Mid Year

#25-422 Providing for the Insertion of Special Item of Revenue for Senior Outreach Grant Mid Year

#25-423 Authorizing the Refunds Requested by the Tax Collector

#25-424 Authorizing the Refunds Requested by the Tax Collector

#25-425 Authorizing Block 99.90 Lot 7 For a Totally Disabled Veteran

#25-426 Approving the Adoption of the Revised Employee Handbook for Manchester

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Township

#25-427 Authorizing the Mayor to Execute Reimbursement Agreements with Various Qualified Private Communities

D. CONTRACTS/AGREEMENTS

#25-428 Authorizing to Join the NJ Solutions Joint Health Insurance Fund

#25-429 Authorizing to Terminate all Participation under the State Health Benefits Program

#25-430 Authorizing the Execution of an Agreement between Manchester Township and the Manchester Township Board of Education for the Utilization of Class III Special Law Enforcement Officers

E. MISCELLANEOUS

#25-431 Authorizing the Application to the NJ Environmental Infrastructure Trust for the Replacement of WSA Well #10

#25-432 Affirming Manchester Township's Civil Rights Policy with Respect to All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, and Members of the Public that Come into Contract with Municipal Employees, Officials and Volunteers

#25-433 Authorizing a Shared Services Agreement with Jackson Township for UCC Code Services

12. REPORTS

13. PUBLIC COMMENT

14. ADJOURNMENT

MANCHESTER TOWNSHIP INTEROFFICE MEMORANDUM

TO: Teri Giercyk, Clerk
Township Council
Carl Block, Business Administrator

FROM: Joseph Hankins, Mayor

DATE: Monday, October 27, 2025

SUBJECT: 2025 Committee Appointments



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Based on my review of the ZONING BOARD OF ADJUSTMENT, the following positions are vacant:

1. **Member** – VACANT (Hank Glen resigned)

I am appointing the following to serve on the ZONING BOARD OF ADJUSTMENT for the remainder of the term of 1/1/23 to 12/31/26:

1. **Member** – GAIL APGAR (fulfilling Hank Glen's appointment)

Based on my review of the ZONING BOARD OF ADJUSTMENT, the following positions are vacant:

1. **Alternate #1** – VACANT (Gail Apgar moved to the member position)

I am appointing the following to serve on the ZONING BOARD OF ADJUSTMENT for the remainder of the term of 1/1/25 to 12/31/25:

2. **Alternate #1** – JOSEPH MARKOWSKI (fulfilling Gail Apgar's appointment)

Best Practices Inventory Online Platform

Survey

Manchester Township

Printable Current Answers

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001

Best Practices

Budget

Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5, and does it annually deposit appropriations into the fund? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.

[0.50] Yes

002

Best Practices

Budget

N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Review LFN 2025-10 for further information. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose?

[0.50] Yes

003

Core Competencies

Budget

Unless the Local Finance Board sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). For CY2025 budgets the Local Finance Board extended these dates to March 31 and April 30, respectively, or the date of the next regularly scheduled governing body meeting thereafter (See Local Finance Notice 2024-20). Timely budget adoption helps a municipality avoid having to issue estimated tax bills or tax anticipation notes (TANs). Did your municipality introduce and adopt its current year budget no later than the extended dates authorized by the Local Finance Board? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption.

[1.00] Yes

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Core Competencies	Budget	
004	N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division no later than February 10 (August 10 for SFY municipalities). Local Finance Notice 2024-20 announced the extension of this deadline to March 7. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS with the Division by no later than March 7 (or August 10 for SFY municipalities)?	[0.00] No
005	Core Competencies	Budget
	Pursuant to N.J.S.A. 40A:2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?	[1.00] Yes
006	Core Competencies	Budget
	Recent amendments to N.J.A.C. 5:30-7.4 disqualify from local examination a municipality that has failed to submit to the Division the user-friendly budget section corresponding with the previous year's adopted budget. Has your municipality electronically submitted to the Division the User-Friendly Budget section of its adopted CY2024/SFY2025 and CY2025 budgets?	[1.00] Yes
007a	Unscored Survey	Budget
	If your municipality permits one or more classes of cannabis businesses, does your municipality impose a local cannabis tax pursuant to N.J.S.A. 40:48I-1?	[0.00] N/A
007b	Unscored Survey	Budget
	If your municipality imposes a local cannabis tax, was tax revenue received in CY2024/SFY2025 reported as Municipal Revenue Not Anticipated (MRNA)?	[0.00] N/A
008	Unscored Survey	Budget
	Has your municipality formed an advisory committee or other similar approach to seek out or develop additional non-tax revenues?	[0.00] No

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009	Core Competencies	Capital Projects	
	Any municipality having its own water system is required to adopt an annual capital budget and program reflecting the water infrastructure improvements listed on the annual Water Quality Accountability Act (WQAA) capital improvement report. The WQAA capital improvement report must be submitted to the Department of Environmental Protection (DEP) by no later than March 15. If your municipality has its own water system, does the capital budget and program reflect the capital projects listed in the annual WQAA report submitted to DEP that fall within the time period of the municipality's capital budget and capital program?		[1.00] Yes
010	Core Competencies	Capital Projects	
	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality does not have a capital budget and is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.		[1.00] Yes
011	Unscored Survey	Emergency Services	
	A disaster preparedness drill can help plan appropriate emergency responses for scenarios such as, but not limited to, natural disasters, active shooter, wildfires, and chemical spills. Has your municipality participated in a disaster preparedness drill involving local, county, and/or regional partners within the past year?		[0.00] No
012	Unscored Survey	Emergency Services	
	Municipalities may adopt a resolution to establish a Volunteer Tuition Credit Program for its volunteer firefighters and/or EMS. The Program allows an active volunteer in good standing, their spouse, or their dependent children to receive tuition credit at a county college, county vocational school, or county technical institute. The maximum tuition credit is \$600 for each year of volunteer service for a total credit not to exceed \$2,400 over a four-year volunteer service period. Review for further details LFN MC-99-5 and https://www.nj.gov/dca/divisions/dlgs/programs/volunteer_docs/vtc_descrip_with_forms.pdf . Has your municipality established a Volunteer Tuition Credit Program for its volunteer firefighters and/or EMS?		[0.00] N/A Comment: We have paid EMT & Partial paid Fire
013	Best Practices	Environment	
	Have one or more public electric vehicle charging stations been installed on municipal property?		[0.50] Yes

014	Best Practices	Environment	
When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.			[0.00] No
015	Core Competencies	Ethics	
The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2025 such that they were not issued a Notice of Violation (NOV) by the Local Finance Board? A "No" answer is permissible if the governing body members' NOV were rescinded by the Board. Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.			[1.00] Yes
016	Core Competencies	Ethics	
If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2025 roster but did not file the FDS by April 30, 2025? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.			[1.00] N/A
017	Best Practices	Financial Administration	
With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. In its most recent note sale, did your municipality market note sales beyond publishing the notice required by N.J.S.A. 40A:2-30 along with issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?			[0.50] Yes

018	Best Practices	Financial Administration	[0.00] No
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	N.J.A.C. 5:30-8.3(a)(3) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, to provide a higher level of security for public funds, municipalities are encouraged to adopt the more stringent schedule for tax collector surety bonding specified in N.J.A.C. 5:30-8.3(a)(4). Has your municipality adopted the more stringent surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(a)(4) or higher?		
019	Best Practices	Financial Administration	[0.00] No
	N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted the more stringent surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b) or higher?		
020	Core Competencies	Financial Administration	[1.00] Yes
	Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2023 audit been identified in a corrective action plan and not been repeated in the 2024 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. If your municipality's 2024 audit is late, answer "No" and state "2024 audit not complete". Only answer "N/A" if there were no audit findings in the 2024 audit. If you did not answer no, please type "No Repeat Audit Findings" into the Comment Box.		Comment: No Repeat Findings
021	Core Competencies	Financial Administration	[1.00] Yes
	At its July 2023 meeting, the Local Finance Board adopted an amendment to N.J.A.C. 5:30-8.2 that converted the previously suggested surety bond schedule for a CMFO to a mandatory minimum schedule. This change came into effect on January 1, 2024. See Local Finance Notice 2023-21 for further details and to view the exposure index. Through a blanket bond or an individual bond, does your municipality provide a fidelity bond with faithful performance coverage for the CMFO that meets at least the minimum schedule set forth in N.J.A.C. 5:30-8.2?		

022	Core Competencies	Financial Administration	[1.00] Yes
At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-5.7 requiring municipalities to maintain a general ledger for not only the current fund, but also for all other funds, as well as post totals for all funds to the general ledger on at least a monthly basis and maintain required original books of entry in an electronic format. See Local Finance Notice 2024-09 for further details. Does your municipality maintain a general ledger for its current fund and all other funds in accordance with N.J.A.C. 5:30-5.7?			
023	Core Competencies	Financial Administration	[1.00] Yes
Does your municipality post totals for all funds to the general ledger on at least a monthly basis?			
024	Core Competencies	Financial Administration	[1.00] Yes
Does your municipality maintain required original books of entry in an electronic format?			
025	Core Competencies	Financial Administration	[1.00] Yes
Local Finance Notice 2024-11 updates municipalities and fire districts on current IRS guidance and Federal Fair Labor Standards Act (FLSA) guidance pertaining to incentives paid to volunteer firefighters and EMS (other than LOSAP). Nominal stipends funded through the federal Staffing for Adequate Fire and Emergency Response (SAFER) program's volunteer firefighter recruitment and retention (R&R) grant is also discussed. Has your municipality reviewed its volunteer fire and EMS incentives for compliance with federal requirements?			
026	Core Competencies	Financial Administration	[1.00] Prospective
Regular cash flow analysis by a municipality's finance office is critical to maintaining essential services and ensuring fiscal solvency. The Government Finance Officers Association offers cash flow forecasting guidance at https://www.gfoa.org/cash-flow-forecasting . Does your municipality's finance office generate a cash flow report on at least a quarterly basis with administration and elected officials updated on the results?			

027	Core Competencies	Financial Administration	[1.00] Yes
In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties are required to provide DLGS with a copy of all American Rescue Plan (ARP) LFRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports. Has your municipality filed all required ARP LFRF Reports with U.S. Treasury and, in turn, filed those reports with DLGS? Only answer N/A if your municipality refused ARP LFRF Funding.			
028	Core Competencies	Financial Administration	[1.00] Yes
If your municipality received a legislative grant-in-aid from the FY25 State Budget, is your municipality 1) in compliance with all documentation and closeout requirements, 2) maintaining current agency information in SAGE, and 3) ensuring that the agency profile in SAGE does not lapse?			
029	Unscored Survey	Financial Administration	[0.00] No
Is your municipality using any previously obligated ARP Local Fiscal Recovery Fund (LFRF) proceeds for operating expenses in its 2025 budget?			
030	Unscored Survey	Financial Administration	[0.00] No
Has the federal government rescinded or suspended one or more municipal grants since the beginning of this year? If so, please list the affected grants in the Comments field. If not, insert "Answered No" in the Comments field.			
031	Best Practices	Insurance	[0.50] N/A
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.			

032 Best Practices

Insurance

Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.

[0.50] N/A

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033 Unscored Survey

Insurance

If your municipality offers non-SHBP employee health benefit coverage, did your municipality switch from SHBP to non-SHBP health benefit coverage within the past three (3) years?

[0.00] N/A

034 Core Competencies

Lead Remediation

Subsection h. of N.J.S.A. 52:27D-437.16 requires each municipality to assess an additional fee of \$20 per unit inspected for lead hazards and deposited into the Department of Community Affairs' Lead Hazard Control Assistance Fund established pursuant to N.J.S.A. 52:27D-437.4. Does your municipality assessed and collected the above-reference \$20 fee assessment for each lead inspection and send the proceeds to the Department of Community Affairs' Division of Housing & Community Resources for deposit into the Fund?

[1.00] Yes

035 Core Competencies

Lead Remediation

If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?

[1.00] Yes

036a Unscored Survey

Lead Remediation

Does your municipality have a permanent local agency that is currently conducting inspections for lead-based paint hazards in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments. Further information concerning the requirements of this recently enacted law are available at <https://www.nj.gov/dca/codes/resources/leadpaint.shtml>.

[0.00] Other

Comment: LEW
ENVIRONMENTAL SERVICES

036b	Unscored Survey	Lead Remediation	[0.00] Yes
If your municipality does not have a permanent local agency or a shared service currently conducting inspections for lead-based paint hazards in rental dwellings to enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor to provide paid lead inspection services?			
037	Unscored Survey	Lead Remediation	[0.00] Yes
Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?			
038	Unscored Survey	Lead Remediation	Comment: NA
The method of lead-based paint hazard inspection required for each municipality is at https://www.nj.gov/dca/codes/publications/pdf_lead_doh_lead_data_insp.pdf . If your municipality is required to perform a visual inspection, how many visual lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			
039	Unscored Survey	Lead Remediation	Comment: 0
If your municipality is required to perform a dust wipe swiping under https://www.nj.gov/dca/codes/publications/pdf_lead_doh_lead_data_insp.pdf , how many dust wipe-sampling lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			
040	Unscored Survey	Lead Remediation	Comment: 173
How many post-remediation lead-based paint inspections has your municipality conducted (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			

041	Unscored Survey	Lead Remediation	Comment: 173
How many lead safe certifications have been issued by your municipality since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			
042	Unscored Survey	Opportunity Zones	[0.00] No
The Opportunity Zone program is a federal economic development tax incentive that aims to encourage long-term real estate development and business investments in designated low-income communities. More information on Opportunity Zones can be found at https://www.irs.gov/credits-deductions/businesses/opportunity-zones . The One Big Beautiful Bill Act makes the Opportunity Zone program a permanent feature of the federal tax code, requiring governors to nominate in 2026 new Opportunity Zones based on 2020 census tract boundaries. All current Opportunity Zone designations will expire on December 31, 2026. Would your municipality be interested in receiving a new Opportunity Zone designation, or re-upping an existing Opportunity Zone designation for the years 2027 through 2036?			
043a	Unscored Survey	Opportunity Zones	[0.00] No
Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?			
043b	Unscored Survey	Opportunity Zones	Comment: NA
If your municipality knows of any projects that are, or will be, using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.			

044	Core Competencies	Personnel	[1.00] Yes
N.J.S.A. 2C:51-2.d permanently disqualifies from future public employment any person convicted of an offense "relating directly to the person's performance in, or circumstances flowing from, the specific public office, position or employment held by the person." Disqualification from public employment relating to a conviction for a disorderly persons or petty disorderly persons offense may be waived by the court for good cause shown upon application of the county prosecutor or the Attorney General. Under certain circumstances, a certificate suspending the disqualification may be issued pursuant to the Rehabilitated Convicted Offender Act (N.J.S.A. 2A:168A-1 through 16). Before extending an offer of employment, does your municipality ask the individual whether they are currently disqualified from public employment due to a criminal conviction for which N.J.S.A. 2C:51-2.d applies?			
045	Core Competencies	Personnel	[1.00] N/A
For any municipal officers and employees NOT required by contract or municipal policy to make health benefit contributions in the amounts specified by the Chapter 78 health benefit contribution grid (excluding Rx and dental), is your municipality requiring those employees to contribute at least 1.5% of base salary towards health benefits pursuant to P.L. 2010, c. 2? See Local Finance Notices 2010-12 and 2011-20R for further details. Answer N/A if all of your municipality's officers and employees are required by contract or municipal policy to contribute at least the amount required by P.L. 2011, c. 78 for health benefits.			
046	Core Competencies	Personnel	[1.00] Yes
Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.			

047	Core Competencies	Personnel	[1.00] Yes
N.J.A.C. 5:30-16.2 requires a municipality's purchasing agent (QPA and non-QPA), certified public works manager, and business administrator/municipal manager to register for GovConnect. If your municipality has one or more of the above-referenced titles, are the individuals in those titles registered for GovConnect with their most current e-mail addresses?			
048	Core Competencies	Personnel	[1.00] Yes
Has your municipality's chief financial officer, tax collector, and municipal clerk registered their most current e-mail addresses in GovConnect to allow continued receipt of EGG Notice broadcasts?			
049	Core Competencies	Personnel	[1.00] Yes
For all municipal officers and employees whose positions require a State-issued professional license or certification, has your municipality instituted a process to regularly verify that such officers and employees have valid licenses or certifications?			
050	Unscored Survey	Personnel	
Does your municipality currently have an unlicensed individual serving as an acting municipal clerk, temporary chief municipal finance officer, temporary purchasing agent, and/or a temporary chief public works manager? Select as many as are applicable or None of the Above.			
051	Unscored Survey	Personnel	[0.00] No
Does your municipality currently retain a chief financial officer through a professional services contract?			
052	Core Competencies	Procurement	[1.00] N/A
The purchase of insurance coverage and consultant services is a limited exception to public bidding by virtue of being deemed an Extraordinary Unspecifiable Service (EUS) pursuant to N.J.S.A. 40A:11-5(a)(ii) and 40A:11-5(1)(m). See Page 3 of the Local Finance Notice AU-2002-2 for further details. The standard EUS certification declaration is available at https://www.nj.gov/dca/divisions/dlgs/programs/lpcl_docs/eus_letter.pdf . Do not submit the form to DLGS. If your municipality has procured insurance under the EUS exception to public bidding, has your municipality followed the procedural requirements of an EUS in doing so?			

053

Core Competencies

Procurement

N.J.S.A. 34:1A-1.16 authorizes the New Jersey Department of Labor and Workforce Development (NJDOLE) to create a list on its website, dubbed the Workplace Accountability in Labor List (The WALL), of any person found in violation of any State wage, benefit, and tax laws and against whom a final order has been issued by the NJDOLE for such violation. A contract cannot be awarded to any contractor or vendor appearing on the WALL. Review LFN 2024-18 for further information. Is your municipality cross checking prospective vendor or contractor names against the WALL before awarding any contract over the quote threshold?

[1.00] Yes

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Core Competencies

Procurement

P.L. 2023, c. 138 requires public works contractor registration and payroll certification for public works projects to be completed online at <https://njwages.nj.gov/>. Contractors were required to be registered prior to August 15, 2024 with public entity registration strongly encouraged. Email njwagehubinfo@dol.nj.gov for assistance with registration. In addition to the NJ Wage Hub online requirements, certified payrolls shall continue to be submitted to the municipality in the manner and process that is consistent with each body's previous receipt of certified payrolls (e.g. email, fax). Is your municipality registered with NJDOLE's online certified payroll system?

[1.00] Yes

055

Core Competencies

Redevelopment

Upon the adoption of a resolution by a municipal governing body determining that a delineated area, or any part thereof, is an area in need of redevelopment or an area in need of rehabilitation, N.J.S.A. 40A:12A-6.b(5)(c) and 40A:12A-14.a require the municipal clerk to transmit a copy of the resolution to the Commissioner of the Department of Community Affairs for review. If the area in need of redevelopment or rehabilitation is not located in an area in which development or redevelopment is to be encouraged pursuant to any State law, the determination shall not take effect without first receiving the review and approval of the Commissioner. If the area in need of redevelopment or rehabilitation is located within an area in which development or redevelopment is encouraged pursuant to State law, the resolution shall take effect after the municipal clerk has transmitted a copy of the resolution to the Commissioner. Areas in Need of Redevelopment and Areas in Need of Rehabilitation are featured on the NJ Community Asset Map hosted on the Office of Local Planning Services webpage under "Available Data and Applications." Has your municipality submitted all resolutions designating areas in need of redevelopment or rehabilitation within the municipality to the DCA Commissioner?

[1.00] Yes

056	Core Competencies	Redevelopment	[1.00] Yes
N.J.S.A. 40A:20-9.d requires an urban renewal entity with which the municipality has a financial agreement for a payment in lieu of taxes (PILOT) under the Long-Term Tax Exemption Law to submit annually, within 90 days after the close of its fiscal year, its auditor's reports to the mayor and the governing body. Does your municipality enforce the annual submission of urban renewal entity audit reports and review those reports?			
057	Core Competencies	Redevelopment	[1.00] Yes
For financial agreements under the Long-Term Tax Exemption Law that were entered into on or after July 9, 2003, N.J.S.A. 40A:20-12 requires municipalities to remit to the county five percent (5%) of each quarterly installment of the annual service charge paid by the urban renewal entity to the municipality. The county portion must be included with the quarterly tax installment paid to the county pursuant to N.J.S.A. 54:4-74. Does your municipality pay over to the county its statutory share of each Long-Term PILOT entered into on or after July 9, 2003?			
058	Core Competencies	Redevelopment	[1.00] Yes
Payments In Lieu of Taxes (PILOTs) can be a useful tool for economic development. However, municipalities must monitor PILOT agreements to ensure recipients comply with all agreement terms, particularly timely payment and reporting. Does your municipality have an official designated to monitor exemptions/abatements and ensure compliance with the PILOT agreement terms?			
059	Core Competencies	Shared Services & Consolidation	[1.00] Yes
N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.			

060	Unscored Survey	Shared Services & Consolidation	[0.00] N/A
		Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. If your municipality has multiple fire districts, has it recently reviewed, or is it currently reviewing, the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district or only has a single fire district.	[0.00] N/A
061a	Unscored Survey	If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendent to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality (and the county in which that municipality is located) along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.	Shared Services & Consolidation
061b	Unscored Survey	If the answer to Question 61a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.	Shared Services
062	Unscored Survey	Does your municipality routinely utilize an artificial intelligence (AI) platform in one or more of its departments?	Technology
063	Best Practices	Does your municipality maintain on its website the most recent annual financial statement (AFS) and annual audit, including any corrective action plan? Please provide the link to the webpage on which both are posted under Comments. If the answer is "No" type "Answered No" under Comments.	Transparency
			[0.50] Yes
			Comment: Answered Yes

064	Best Practices	Transparency	Does your municipality maintain on its website all current labor agreements, including memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements? Please provide the link to the webpage on which current labor agreements are posted under Comments. If the answer is "No" type "Answered No" under Comments.	[0.00] No Comment: NO
065	Best Practices	Transparency	Does your municipality maintain on its website, in an easily accessible location, the municipal master plan and all past and current master plan elements (e.g. land use, housing, stormwater management plan, traffic, open space and recreation)? Please provide the link to the webpage on which the master plan information is posted under Comments. If the answer is "No" type "Answered No" in the Comments.	[0.50] Yes Comment: https://manchestertwp.com/def-of-inspection/planning-division/
066	Best Practices	Transparency	Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml ?	[0.50] Yes
067	Core Competencies	Transparency	Are your municipality's codified and uncoded ordinances, including all current salary ordinances, posted on the municipality's website? Please provide the link to the webpage on which the ordinances are posted under Comments. If the answer is "No" type "Answered No" under Comments.	[1.00] Yes Comment: https://manchestertwp.com/def-clerk/
068	Core Competencies	Transparency	Does your municipality maintain on its website minutes and agendas, along with meeting dates, for the governing body, planning board, board of adjustment and all commissions? Please provide the link to the webpage on which the agendas and minutes are listed under Comments. If the answer is "No" type "Answered No" under Comments.	[1.00] Yes Comment: https://manchestertwp.com/def-clerk/

069	Core Competencies	Transparency	
	Does your municipality maintain on its website the previous three years of adopted budgets and the current year introduced or adopted budget, inclusive of the user-friendly budget section, as required pursuant to N.J.S.A. 40A:4-10? Please provide the link to the webpage on which the budgets are posted under Comments. If the answer is "No" type "Answered No" under Comments.		[1.00] Yes Comment: https://manchestertwp.com/def-of-finance/finance/
070	Core Competencies	Utilities	
	Section 4 of P.L. 2021, c. 317 establishes a Winter Termination Program allowing eligible residential customers to avoid service shutoff from November 15 through March 15 for non-payment of water, sewer, or electric service provided by a local unit. See Local Finance Notice 2024-17 for further details. Has your municipality notified its residential ratepayers about the Winter Termination Program in the manner required under law with respect to the utility services it provides?		[1.00] Yes

Home (/) > BPI (/bpi/) > Surveys (/bpi/surveys/?id=901e8795-efcf-e911-a987-001dd800d601)
> Survey View (/bpi/surveys/question-list/?id=96f4cab1-4895-f011-b4cc-001dd8084fd9) > **Scoring**

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[Return to Question List \(./?\)](#)
[id=96f4cab1-4895-f011-b4cc-001dd8084fd9](#)

Best Practices Inventory Online Platform

Manchester Township

Scoring

Current Score: 41.00

Score	Aid Withheld
0 - 23	100% of final aid payment withheld
24 - 27	50% of final aid payment withheld
28 - 31	25% of final aid payment withheld
32 +	No aid withholding

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**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	\$	1,238,542.73
Capital Fund	\$	9,309.00
Escrows	\$	-
Affordable Housing Trust Fund	\$	4,336.00
Animal Control Fund	\$	
Drug Enforcement Fund	\$	
NJ Forfeiture Account	\$	6,557.53
N.J. Unemployment Trust	\$	
Public Assistance Discretionary Trust	\$	
Public Assistance Trust Fund I	\$	
Municipal Alliance Discretionary Trust	\$	
Manchester Day Trust Fund	\$	
Public Defender Trust Fund	\$	
Recreation Trust Fund	\$	1,524.00
Open Space Trust Fund	\$	
Manchester - Lakehurst Borough Construction Code Fund	\$	<u>1,085.20</u>
	\$	<u><u>1,261,354.46</u></u>

CERTIFICATION:



Jeanette M. Larrison
Chief Financial Officer

Signed: _____

Roxanne Conniff
Council President

Teri Giercyk
Township Clerk

BILL LIST ADDENDUM

25-410

October 27, 2025

DRAFT

Capital Fund

CURRENT FUND

Payroll week ending 10/24/25

Payroll week ending 10/10/25

ALAN BLASHINSKY

SANDRA DRAKE

CURTIS HOLMAN

HEALTH INSURANCE RETIREE-NOVEMBER 2025

HEALTH INSURANCE RETIREE-NOVEMBER 2025

HEALTH INSURANCE RETIREE-NOVEMBER 2025

Chk#76865

\$954,778.02

WIRE

3,931.31

WIRE

3,931.31

WIRE

2,700.22

\$ 965,340.86

SPECIAL ESCROW TRUST FUND

October 23, 2025
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MANCHESTER TOWNSHIP
Check Register By Check Date

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Range of Checking Accts: 01 CURRENT to 01 CURRENT Range of Check Dates: 10/15/25 to 10/27/25
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	
01 CURRENT	Current Fund Account			
76866	10/15/25 COTAL005 COTALITY CENTRALIZED REFUNDS			10547
V2501439	REFUND TAX OVERPAYMENTS	42,928.97		
76867	10/27/25 ADAMG010 ADAM GUKER			10566
V2501503	2025 CLOTHING ALLOWANCE	1,100.00		
76868	10/27/25 ALBER025 ALBERT VEGA			10566
V2501501	2025 CLOTHING ALLOWANCE	1,100.00		
76869	10/27/25 AMANJ005 AMANJ			10566
25001771	Annual Assessors Meeting	80.00		
76870	10/27/25 AMAZON01 AMAZON CAPITAL SERVICES INC			10566
25001800	Calendars	88.33		
25001872	2025 Fall Movie Supplies	230.97		
25001874	WIRE STORAGE RACKS	1,161.00		
25001884	power strips	89.16		
25001890	File Storage and Folders	73.97		
25001905	2000 WATT TANK HEATER TRK#25	59.46		
25001910	Veterans Day Ceremony	248.10		
		1,950.99		
76871	10/27/25 ATLAN040 ATLANTIC TACTICAL OF NJ INC.			10566
25001343	Defense Tech OC Spray	252.30		
25001368	Defense Tech OC Spray Quote	1,513.80		
25001465	Safariland Holster Quote	604.52		
		2,370.62		
76872	10/27/25 AUTOM010 AUTOMATIC PROTECTION			10566
25001648	EMER.SVS.BLDG.FIRE ALARM PANEL	4,861.00		
25001819	Inspection Fire Alarm System	418.00		
		5,279.00		
76873	10/27/25 AXONE005 AXON ENTERPRISE, INC.			10566
25001096	UCP Smart (X2) Cartridges	14,910.00		
76874	10/27/25 BLAZE005 BLAZE EMERGENCY EQUIP CO LLC			10566
25000533	PREV. MAINT. FOR FIRE ENG#7611	2,075.00		
25001183	Ambu 549 Headlight Repair	235.03		
25001459	7613 Fire Truck Chassis Rep	2,651.14		
25001546	549 Defeciencieis	5,797.85		
25001562	Name Tapes for Fire Coats	212.14		
25001581	543 Deficiency List	2,859.48		
25001601	540 PM & Deficiencies	1,380.67		
25001628	547 Defeciency Repair	2,095.60		
25001831	Repair of Tail lights 546	211.00		
25001832	548 PM	867.50		
25001833	Ambulance 542 PM	867.50		
25001834	Ambulance 547 PM	867.50		

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Check Register By Check Date

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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
01	CURRENT	Current Fund Account	Continued	
76874	BLAZE EMERGENCY EQUIP CO LLC	Continued		
25001835	Ambulance 546 Coolant Leak	497.18		
25001836	Ambulance 541 PM	867.50		
		21,485.09		
76875	10/27/25 BOUND005 BOUND TREE MEDICAL, LLC		10566	
25001730	Dust Caps for Oxygen Bottles	257.00		
76876	10/27/25 BRADY005 BRADY & KUNZ		10566	
V2501530	TAX APPEAL ATTORNEY	870.00		
76877	10/27/25 BUILD005 BUILDER'S GENERAL SUPPLY CO IN		10566	
25000662	BUILDING SUPPLIES	20.80		
76878	10/27/25 CDWGO005 CDW GOVERNMENT		10566	
25001218	Zebra Printer Cradles	1,886.20		
76879	10/27/25 CHARL180 CHARLES BROOKS		10566	
V2501508	2025 CLOTHING ALLOWANCE	1,071.72		
76880	10/27/25 CHEMI005 CHEMICAL EQUIPMENT LABS, INC.		10566	
25001717	TREATED SALT DELIVERED	8,656.93		
76881	10/27/25 CHRIS015 CHRISTIAN NAZARIO		10566	
V2501517	2025 CLOTHING ALLOWANCE	1,100.00		
76882	10/27/25 CHRIS085 CHRISTOPHER CERULLO		10566	
V2501507	2025 CLOTHING ALLOWANCE	1,100.00		
76883	10/27/25 CHRIS155 CHRISTOPHER J RAJA		10566	
25001785	August Invoice	1,250.00		
76884	10/27/25 COMCA015 COMCAST BUSINESS		10566	
V2501552	CABLE SVC ACCT# 903863873	828.57		
76885	10/27/25 COMCA025 COMCAST		10566	
V2501551	CABLE SVC 8499 05 196 0163024	22.80		
76886	10/27/25 COTAL005 COTALITY CENTRALIZED REFUNDS		10566	
V2501542	REFUND TAX OVERPAYMENTS	19,372.99		
76887	10/27/25 DANNY005 DANNY BARKER		10566	
V2501513	2025 CLOTHING ALLOWANCE	1,100.00		
76888	10/27/25 DAVID050 DAVID FUSARO		10566	
V2501502	2025 CLOTHING ALLOWANCE	1,100.00		
76889	10/27/25 DELAG005 DE LAGE LANDEN		10566	
25001224	POSTAGE EQUIPMENT RENTAL	235.74		
76890	10/27/25 DELLCO05 DELL COMPUTER CORP.		10566	
25001804	chief pc	1,524.49		

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
01	CURRENT	Current Fund Account	Continued		
76891	10/27/25	DENNI045 DENNIS WAGNER			10566
V2501544		REFUND TAX OVERPAYMENT	931.47		
76892	10/27/25	DUPLI005 DUPLITRON, INC.			10566
25001891		OPEN PO FOR COPIER OVERAGES	309.72		
76893	10/27/25	ELECT015 ELECTRO BATTERY SYSTEMS, INC			10566
25001797		BATTERIES FOR PD FLEET	540.00		
76894	10/27/25	GAVIN005 GAVIN REILLY			10566
V2501512		2025 CLOTHING ALLOWANCE	1,100.00		
76895	10/27/25	GOVCO005 GOVCONNECTION, INC.			10566
25001776		Firewalls Utils and dpw	738.56		
76896	10/27/25	HENRY030 HENRY SCHEIN, INC.			10566
25001553		Medical Supply Blanket	1,413.78		
25001898		Henry Schein	6,065.05		
25001971		Medical Supplies	8,000.93		
			<u>15,479.76</u>		
76897	10/27/25	IRONG005 IRONGATE CYBERSECURITY, LLC			10566
25001903		crowdstrike licensing	14,504.72		
76898	10/27/25	JCPL0005 J C P & L			10566
V2501547		ELEC SVC 200 000 021 788	29,793.60		
76899	10/27/25	JERSE080 JERSEY SHORE NUTRITION, LLC			10566
25001813		Nutrition review senior bites	750.00		
76900	10/27/25	JESSE015 JESSE TATE			10566
V2501506		2025 CLOTHING ALLOWANCE	1,100.00		
76901	10/27/25	JOANG005 JOAN GRUCA			10566
V2501528		2025 EYEGLOSS REIMBURSEMENT	300.00		
76902	10/27/25	JOSED005 JOSE DIAZ			10566
V2501511		2025 CLOTHING ALLOWANCE	1,100.00		
76903	10/27/25	LAKEH025 LAKEHURST LAWNMOWER			10566
25001507		FD Saw Repair	175.15		
76904	10/27/25	LANGU005 LANGUAGE LINE SERVICES INC			10566
25001634		Interpreting Services	284.20		
76905	10/27/25	LOBEL005 LOBELLO ISSAKOV NAPA LLC			10566
25001845		OIL & FLUIDS FOR FLEET	7,344.00		
76906	10/27/25	MERID005 HACKENSACK MERIDIAN WORKS			10566
25001344		OPEN PO PRE-EMPLOY PHYSICALS	700.00		

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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #		Description	Amount Paid	Contract
01	CURRENT	Current Fund Account	Continued	
76906		HACKENSACK MERIDIAN WORKS	Continued	
25001973		New Hire Medical	5,007.00	
			5,707.00	
76907	10/27/25	MICHA235 MICHAEL GARDNER		10566
V2501510	2025	CLOTHING ALLOWANCE	1,100.00	
76908	10/27/25	MICHA270 MICHAEL STEFFEN		10566
V2501514	2025	CLOTHING ALLOWANCE	1,100.00	
76909	10/27/25	MICHA275 MICHAEL DALEY		10566
V2501538		REFUND TOTALLY DISABLED VET	1,091.13	
76910	10/27/25	MTSOP005 MT SOPHIA CAPITAL, LLC		10566
25001273	2025	SPOTTED LANTERN FLY	1,350.00	
76911	10/27/25	NJNAT005 NJ NATURAL GAS CO.		10566
V2501553		NAT GAS SVC 22-0020-5565-75	55.00	
76912	10/27/25	OCEAN040 OCEAN COUNTY CLERK		10566
V2501527		RECORDING 3 CERTIFICATES	39.00	
76913	10/27/25	OFFIC035 OFFICE BASICS, INC.		10566
25001866		Cleaning supplies	2,161.20	
76914	10/27/25	ONESO005 ONE SOURCE OF NEW JERSEY, LLC.		10566
25001719		MISC. SMALL PARTS/HARDWARE	625.59	
76915	10/27/25	OZANE005 OZANE TERMITE AND		10566
25001766		Pest Control Service 82 Lacey	325.00	
76916	10/27/25	PARKE005 PARKER MCCAY, P.A.		10566
V2501532		LEGAL SERVICES SEPTEMBER	2,060.00	
76917	10/27/25	PAULB005 PAUL BACHOVCHIN		10566
V2501509	2025	CLOTHING ALLOWANCE	1,034.89	
76918	10/27/25	REPUB005 REPUBLIC SERVICES, INC.		10566
25001485		Vacuum-Clean-Disposal Oil Tank	6,656.89	
76919	10/27/25	RICHA025 RICHARD JUPINKA		10566
V2501515	2025	CLOTHING ALLOWANCE	1,100.00	
76920	10/27/25	RICHA135 RICHARD CONKLIN		10566
V2501516	2025	CLOTHING ALLOWANCE	1,100.00	
76921	10/27/25	RIGGI005 RIGGINS, INC.		10566
25001523		DIESEL FUEL FOR TWP VEHICLES &	9,884.91	
76922	10/27/25	RUMPF015 RUMPF LAW, PC		10566
V2501539		CONFLICT PUBLIC DEFENDER	1,265.00	

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Check Register By Check Date

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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #		Description	Amount Paid	Contract
01	CURRENT	Current Fund Account	Continued	
76923	10/27/25	RUTGE040 RUTGERS, STATE UNIVERSITY OF		10566
25001817		RMC Class Elections- E Bell	653.00	
76924	10/27/25	SAKER005 SAKER SHOPRITES, INC		10566
25001367		Misc Supplies	190.35	
76925	10/27/25	SPOTL005 SPOTLESS DRY CLEANERS, LLC		10566
25001554		Dry Cleaning EMS/Fire	99.00	
25001928		Police Uniform Dry Cleaning	800.50	
			<u>899.50</u>	
76926	10/27/25	SUNOC005 SUNOCO LP		10566
25001467		OPEN PURCHASE ORDER FOR GAS	3,964.29	
76927	10/27/25	SUSTA010 SUSTAINABLE JERSEY		10566
25001859		Sustainable Jersey Luncheon	200.00	
76928	10/27/25	THOMA155 THOMAS CHANT		10566
V2501505		2025 CLOTHING ALLOWANCE	1,100.00	
76929	10/27/25	THOMA195 THOMAS R SABATINI		10566
V2501529		RX REIMBURSEMENT	177.00	
76930	10/27/25	TOWN0005 TOWNSHIP OF MANCHESTER		10566
V2501535		SR OUTREACH GAS SEPTEMBER 2025	692.66	
76931	10/27/25	TREAS015 TREASURER STATE OF NEW JERSEY		10566
V2501560		Q43 PERMIT SURCHARGE FEES	10,447.00	
76932	10/27/25	UGICO005 UGI CORPORATION		10566
V2501558		NAT GAS SUPPLIER	182.64	
76933	10/27/25	VERBA005 VERBAL JUDO INSTITUTE, INC		10566
25001781		Verbal Judo Institute	195.00	
76934	10/27/25	VERIZ030 VERIZON WIRELESS		10566
V2501550		PHONE SVC ACCT#202847392-00001	2,860.18	
76935	10/27/25	VERIZ035 VERIZON		10566
V2501557		PHONE SVC 450-717-460-0001-55	487.92	
76936	10/27/25	VICTO025 VICTORIA GUARINO		10566
V2501504		2025 CLOTHING ALLOWANCE	1,100.00	
76937	10/27/25	WBMA005 WB MASON CO INC		10566
25001820		office supplies S156164478	102.30	
25001864		Cleaning supplies	265.94	
			<u>368.24</u>	
76938	10/27/25	WELLS065 WELLS FARGO VENDOR FIN.SERVICE		10566
25000894		OPEN PO FOR COPIER RENTALS	801.08	

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

01	CURRENT	Current Fund Account	Continued	
76938	WELLS FARGO	VENDOR FIN.SERVICE	Continued	
25001878	OPEN PO	FOR COPIERS	4,779.57	
			5,580.65	
76939	10/27/25	WELLV005 WELLVUE 365 LLC		10566
25001699	Digital Display	Content System	415.97	
76940	10/27/25	WESTG005 WEST GROUP/THOMSON REUTERS		10566
25001017	Westlaw	Information	127.68	
25001707	Westlaw	Information	278.00	
			405.68	
76941	10/27/25	WINDS010 WINDSTREAM HOLDINGS, LLC		10566
V2501554	PHONE SVC	ACCT# 215264736	573.09	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	76	0	273,201.87	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	76	0	273,201.87	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	76	0	273,201.87	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	76	0	273,201.87	0.00

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MANCHESTER TOWNSHIP
Check Register By Check Date

10/23/2025

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Totals by Year-Fund
Fund Description

Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND:				
5-01	193,559.47	0.00	74,771.56	268,331.03
G-01	4,870.84	0.00	0.00	4,870.84
Total of All Funds:	198,430.31	0.00	74,771.56	273,201.87

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Range of Checking Accts: 04 GEN CAPITAL to 04 GEN CAPITAL Range of Check Dates: 10/15/25 to 10/27/25

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			
2977	10/27/25 SCHER005 SCHERER DESIGN GROUP, LLC			10565
25000667	MANCHESTER TWP RADIO SYSTEM	9,309.00		

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	9,309.00	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>1</u>	<u>0</u>	<u>9,309.00</u>	<u>0.00</u>

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	9,309.00	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>1</u>	<u>0</u>	<u>9,309.00</u>	<u>0.00</u>

October 23, 2025
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MANCHESTER TOWNSHIP
Check Register By Check Date

2/1/25

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL CAPITAL:	C-04	9,309.00	0.00	0.00	9,309.00
Total of All Funds:		<u>9,309.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,309.00</u>

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MANCHESTER TOWNSHIP
Check Register By Check Date

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Range of Checking Accts: 11 NJ FORF to 11 NJ FORF Range of Check Dates: 10/15/25 to 10/27/25
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	
11 NJ FORF	NJ Forfeiture Account			
2	10/27/25 CDWGO005 CDW GOVERNMENT		10561	
25001638	Laptop/Case/Mouse for NET	1,836.22		
3	10/27/25 GOVCO005 GOVCONNECTION, INC.		10561	
25001639	Surface Pro/Keyboard for NET	4,721.31		
Checking Account Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	2	0	6,557.53
	Direct Deposit:	0	0	0.00
	Total:	2	0	6,557.53
Report Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:	2	0	6,557.53
	Direct Deposit:	0	0	0.00
	Total:	2	0	6,557.53

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Check Register By Check Date

BAFT

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	5-11	0.00	0.00	6,557.53	6,557.53
Total Of All Funds:		0.00	0.00	6,557.53	6,557.53

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MANCHESTER TOWNSHIP
Check Register By Check Date

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Range of Checking Accts: 26 RECREATION to 26 RECREATION Range of Check Dates: 10/15/25 to 10/27/25
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		
1096	10/27/25	ANTOI005 Antoinette Kelly		10562
V2501521	REFUND 10/16	THEATRE TRIP	127.00	
1097	10/27/25	BARBA070 Barbara Ward		10562
V2501526	REFUND 10/16	THEATRE TRIP	254.00	
1098	10/27/25	DEBOR040 DEBORAH PERDELWITZ		10562
V2501523	REFUND 10/16	THEATRE TRIP	127.00	
1099	10/27/25	GABRI010 GABRIELE HAGER		10562
V2501525	REFUND 10/16	THEATRE TRIP	127.00	
1100	10/27/25	IVERK005 Iver Kennedy		10562
V2501522	REFUND 10/16	THEATRE TRIP	127.00	
1101	10/27/25	JANET035 Janet Sutherland		10562
V2501518	REFUND 10/16	THEATRE TRIP	254.00	
1102	10/27/25	JEANE025 JEANETTE NUSS		10562
V2501537	REFUND 10/16	THEATRE TRIP	127.00	
1103	10/27/25	JOANN030 Joann Soriano		10562
V2501520	REFUND 10/16	THEATRE TRIP	127.00	
1104	10/27/25	KIMBE015 Kimberly Kozabo		10562
V2501519	REFUND 10/16	THEATRE TRIP	127.00	
1105	10/27/25	SUZAN015 SUZANNE VITALE		10562
V2501524	REFUND 10/16	THEATRE TRIP	127.00	

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	10	0	1,524.00	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	10	0	1,524.00	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	10	0	1,524.00	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	10	0	1,524.00	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
RECREATION TRUST	5-26	0.00	0.00	1,524.00	1,524.00
Total of All Funds:		0.00	0.00	1,524.00	1,524.00

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Check Register By Check Date

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Range of Checking Accts: 27 AFF HOUSE to 27 AFF HOUSE Range of Check Dates: 10/15/25 to 10/27/25
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			
483 10/27/25	PARKE005 PARKER MCCAY, P.A.			10563
V2501531	AFFORDABLE HOUSING ATTORNEY	4,336.00		

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	4,336.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	4,336.00	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	4,336.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	4,336.00	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
AFFORDABLE HOUSING TRUST	5-27	0.00	0.00	4,336.00	4,336.00
Total of All Funds:		0.00	0.00	4,336.00	4,336.00

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Range of Checking Accts: 28 MANLKST BOI to 28 MANLKST BOI Range of Check Dates: 10/15/25 to 10/27/25
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	

28 MANLKST BOI	MANCHESTER LAKEHURST BOI			
1097	10/27/25 BOROU010 BOROUGH OF LAKEHURST			10564
	V2501559 QUARTERLY REBATE	601.20		
1098	10/27/25 TREAS015 TREASURER STATE OF NEW JERSEY			10564
	V2501536 QTR 3 2025 LAKEHURST DCA FEES	484.00		

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	1,085.20	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>2</u>	<u>0</u>	<u>1,085.20</u>	<u>0.00</u>

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	1,085.20	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>2</u>	<u>0</u>	<u>1,085.20</u>	<u>0.00</u>

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MANCHESTER TOWNSHIP
Check Register By Check Date

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Totals by Year-Fund
Fund Description

Fund	Budget Total	Revenue Total	G/L Total	Total
MANCHESTER LAKEHURST SHRD SVC (BOI) 5-28	0.00	0.00	1,085.20	1,085.20
Total of All Funds:	0.00	0.00	1,085.20	1,085.20

DRAFT

25-411

RESOLUTION AUTHORIZING PAYMENT OF BILLS

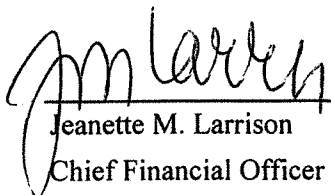
October 27, 2025

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	\$	77,066.19
Sewer Utility - East	\$	150,052.13
Utility Escrow - Water	\$	-
Utility Escrow - Sewer	\$	-
Sewer Utility Capital Fund	\$	-
Water Utility Capital Fund	\$	-
	\$	<u>227,118.32</u>

CERTIFICATION:



Jeanette M. Larrison
Chief Financial Officer

Signed: _____
Roxanne Conniff
Council President

Teri Giercyk
Township Clerk

UTILITY BILL LIST ADDENDUM

25-411

October 27, 2025

WATER OPERATING

PAYROLL WEEK ENDING 10/24/25

\$ -

SEWER OPERATING

PAYROLL WEEK ENDING 10/24/25

\$ -

WATER UTILITY ESCROW

\$ -

SEWER UTILITY ESCROW

\$ -

WATER UTILITY CAPITAL FUND

-

SEWER UTILITY CAPITAL FUND

-

October 23, 2025
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MANCHESTER TOWNSHIP
Check Register By Check Date

DRAFT

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Range of Checking Accts: 05 WATER EAST to 05 WATER EAST Range of Check Dates: 10/15/25 to 10/27/25
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			
7084 10/22/25	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL		10553	
25001914	WATER EAST PAY 21	39,007.55		
7085 10/27/25	DIANE060 DIANE WENDELL		10557	
V2501543	REFUND WATER OVERPAYMENT	40.00		
7086 10/27/25	JCPL0005 J C P & L		10557	
V2501548	ELEC SVC 200 001 029 038	37,898.64		
7087 10/27/25	MICRO005 MICROMEDIA PUBLICATIONS, INC.		10557	
25001698	2025 Fall Fire Hydrant Notice	120.00		
Checking Account Totals				
	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	4	0	77,066.19	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	77,066.19	0.00
Report Totals				
	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	4	0	77,066.19	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	77,066.19	0.00

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MANCHESTER TOWNSHIP
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:	5-05	77,066.19	0.00	0.00	77,066.19
Total of All Funds:		<u>77,066.19</u>	<u>0.00</u>	<u>0.00</u>	<u>77,066.19</u>

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MANCHESTER TOWNSHIP
Check Register By Check Date

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Range of Checking Accts: 07 SEWER EAST to 07 SEWER EAST Range of Check Dates: 10/15/25 to 10/27/25
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			
4355 10/22/25	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL			10555
25001983	SEWER EAST PAY 21	33,898.65		
4356 10/27/25	ACHES005 A.C.HESSE PREMIUM LANDSCAPE			10558
25000731	Blanket PO 40 Ton Blue Stone	1,651.32		
4357 10/27/25	CONTR005 CONTRACTOR SERVICE			10558
25001745	Street Brooms	291.84		
4358 10/27/25	JCPL0005 J C P & L			10558
V2501549	ELEC SVC 200 001 029 038	4,278.82		
4359 10/27/25	MUNIC035 MUNICIPAL MAINTENANCE CO.			10558
25001985	ESA BOOSTER PUMP REPLACEMENT	109,931.50		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	150,052.13	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	150,052.13	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	150,052.13	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	150,052.13	0.00

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MANCHESTER TOWNSHIP
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: 5-07	150,052.13	0.00	0.00	150,052.13
Total of All Funds:	150,052.13	0.00	0.00	150,052.13

25-412

October 27, 2025

RESOLUTION AUTHORIZING PAYMENT OF BILLS

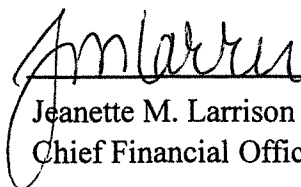
MANCHESTER TOWNSHIP, NEW JERSEY

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	\$	94,184.46
Sewer Utility West	\$	30,225.64
Water Utility West Capital Fund	\$	-
Sewer Utility West Capital Fund	\$	-
	\$	124,410.10

CERTIFICATION:



Jeanette M. Larrison
Chief Financial Officer

Signed: _____
Roxanne Conniff
Council President

Teri Giercyk
Township Clerk

UTILITY WEST ADDENDUM

10/18/15

25-412

WATER WEST OPERATING

PAYROLL WEEK ENDING 10/24/25

0.00

SEWER WEST OPERATING

PAYROLL WEEK ENDING 10/24/25

0.00

WATER WEST CAPITAL

0.00

SEWER WEST CAPITAL

0.00

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MANCHESTER TOWNSHIP
Check Register By Check Date

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Range of Checking Accts: 30 WATER WEST to 30 WATER WEST Range of Check Dates: 10/15/25 to 10/27/25
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		
23662	10/22/25	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL		10554
25001982		WATER WEST PAY 21	28,859.95	
23663	10/27/25	CREST020 CRESTWOOD VILLAGE CO-OP 4		10559
V2501541		REFUND WATER OVERPAYMENT	28.40	
23664	10/27/25	CREST070 CREST CONSTRUCTION GROUP, LLC		10559
25001837		Repair Hydrant Manchester Blvd	14,245.00	
23665	10/27/25	CRITE005 CRITERION LABORATORIES, INC.		10559
25001758		WSA UCMR5 Water Sample Testing	2,860.48	
23666	10/27/25	GENSE005 GENSERVE, INC		10559
25001814		Month(2) TF#5 Generator Rental	21,532.42	
23667	10/27/25	JCPL0005 J C P & L		10559
V2501546		ELEC SVC 200 001 030 022	18,235.43	
23668	10/27/25	LOBEL005 LOBELLO ISSAKOV NAPA LLC		10559
25001799		Battery Jump Pack	189.00	
23669	10/27/25	USABL005 USA BLUEBOOK		10559
25001673		Utility Supplies	4,478.43	
25001798		Books for OCVTS class /Morgano	531.80	
25001858		Parts to Repair CL2 Pump	1,664.20	
			6,674.43	
23670	10/27/25	VERIZ035 VERIZON		10559
V2501555		PHONE SVC 250-717-282-0001-79	271.86	
23671	10/27/25	VERIZ035 VERIZON		10559
V2501556		PHONE SVC 450-717-281-0001-52	815.58	
23672	10/27/25	WBMA005 WB MASON CO INC		10559
25001870		Office / Cleaning Supplies	439.81	
23673	10/27/25	WHITI075 WHITING TOWN CENTER 108 LLC		10559
V2501540		REFUND W/S OVERPAYMENT	32.10	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	12	0	94,184.46	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	12	0	94,184.46	0.00

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MANCHESTER TOWNSHIP
Check Register By Check Date

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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:	12	0	94,184.46
	Direct Deposit:	0	0	0.00
	Total:	12	0	94,184.46

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MANCHESTER TOWNSHIP
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 WEST FUND:	5-30	94,184.46	0.00	0.00	94,184.46
Total Of All Funds:		94,184.46	0.00	0.00	94,184.46

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MANCHESTER TOWNSHIP
Check Register By Check Date

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Range of Checking Accts: 32 SEWER WEST to 32 SEWER WEST Range of Check Dates: 10/15/25 to 10/27/25
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		
12178	10/22/25	MANCH130 TOWNSHIP OF MANCHESTER PAYROLL		10556
25001984		SEWER WEST PAY 21	24,582.78	
12179	10/27/25	ABCSU005 ABC SUPPLY CO. -TOMS RIVER		10560
25000730		Blanket PO Building Supplies	26.00	
12180	10/27/25	AMAZON01 AMAZON CAPITAL SERVICES INC		10560
25001809		AA Batteries	61.00	
25001854		Concrete / Asphalt Saw Blade	149.98	
25001869		Truck Wash	60.50	
			271.48	
12181	10/27/25	JCPL0005 J C P & L		10560
V2501563		ELEC SVC 200 001 127 022	1,714.09	
12182	10/27/25	WHITI075 WHITING TOWN CENTER 108 LLC		10560
V2501540		REFUND W/S OVERPAYMENT	3,631.29	

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	5	0	30,225.64	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	30,225.64	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	5	0	30,225.64	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	30,225.64	0.00

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MANCHESTER TOWNSHIP
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 WEST FUND:	5-32	30,225.64	0.00	0.00	30,225.64
Total of All Funds:		<u>30,225.64</u>	<u>0.00</u>	<u>0.00</u>	<u>30,225.64</u>

DRAFT

AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY AUTHORIZING THE CONVEYANCE OF AN EASEMENT ON A PORTION OF BLOCK 2.03, LOT 9, TO THE COUNTY OF OCEAN, IN ACCORDANCE WITH N.J.S.A. 40A:12-1 ET SEQ.

WHEREAS, Manchester Township is the owner in fee simple of certain real property located in the Township of Manchester, County of Ocean, New Jersey, designated as Block 2.03, Lot 9 on the official Tax Map of the Township of Manchester; and

WHEREAS, the County of Ocean has requested from the Township of Manchester a Utility Easement in connection with the Intersection Reconstruction and Signalization at TS-Route 571, Road 27 (Ridgeway Road at Beacon Street), as more fully described in Schedule A attached hereto and made a part hereof; and

WHEREAS, the Township has agreed to grant this Utility Easement to the County of Ocean in accordance with this request; and

WHEREAS, N.J.S.A. 40A:12-5 and 40A:12-13 authorizes a municipality to convey property by the adoption of an ordinance authorizing same.

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

SECTION 1. That the governing body does hereby authorize the conveyance of a Utility Easement located on Block 2.03, Lot 9, as more fully described in Schedule A attached hereto and made a part hereof. This property is being conveyed to the County of Ocean pursuant to N.J.S.A. 40A:12-5 and 40A:12-13 by the Township of Manchester.

SECTION 2. That the Mayor and Municipal Clerk are hereby authorized to execute any and all documents necessary for the conveyance of the subject property to the County of Ocean.

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 5. 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 27th day of October 2025, 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 November 10, 2025. 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

**SCHEDULE A
DESCRIPTION OF LAND**

DRAFT

All that certain parcel of land, with the buildings and improvements thereon in the Township of Manchester, County of Ocean and State of New Jersey:

FOR INFORMATION ONLY: Being known and designated as Lot 9 in Block 2.03 on the Township of Manchester Tax Map.

NOTE: The above description is to be used for identification purposes only.

MID-STATE ABSTRACT COMPANY, 207 HOOPER AVENUE, P.O. BOX 413, TOMS RIVER, NEW JERSEY 08754
PHONE (732) 244-3000 – FAX (732) 244-3924
TITLE NO. – S-31975.09
Manchester Township

TOWNSHIP OF MANCHESTER

#25-39

DRAFT

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,
STATE OF NEW JERSEY, AMENDING CHAPTER 326 OF THE CODE OF THE
TOWNSHIP OF MANCHESTER CONSISTENT WITH PUBLIC LAW 2025, CHAPTER
85 CONCERNING RENT LEVELING BOARDS**

WHEREAS, Manchester Township adopted a rent leveling board ordinance on February 27, 2023, via Ordinance 23-03, and amended the Ordinance again in its entirety on November 27, 2023, via Ordinance 23-038, and again, in part, on November 12, 2024, via Ordinance 24-41 and on April 14, 2025 by Ordinance 25-15; and

WHEREAS, the initial ordinance and the 2024 ordinance resulted in litigation based upon interpretation of key terms and enforcement of the ordinance; and

WHEREAS, there was subsequent litigation regarding both the composition of the board membership and the actions by the board; and

WHEREAS, each of these actions are pending in Superior Court; and

WHEREAS, during the pendency of the litigation, the New Jersey Legislature introduced and adopted Public Law 2025, Ch. 85 creating a rent leveling system within the Department of Community Affairs; and

WHEREAS, one of the manufactured home parks in Manchester has now sued the State of New Jersey in both state and federal court challenging the constitutionality of the new state law and naming Manchester Township as a necessary party; and

WHEREAS, the new state law is effective March 1, 2026; and

WHEREAS, the State will need to promulgate regulations concerning the new law; and

WHEREAS, part of the new law preempts portions of the local ordinance; and

WHEREAS, Manchester must amend its ordinance for consistency with the state law; and

WHEREAS, once the state law is effective, the local rent leveling board is duplicative and no longer necessary and to avoid confusion, this Chapter shall sunset;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey that Chapter 326 of the Municipal Code is repealed and replaced in its entirety to read as follows:

Chapter 326. Rent Leveling

§ 326-1. Definitions.

The following definitions shall apply to this chapter:

AVAILABLE FOR RENT TO TENANTS

Fit for habitation, as defined by the statutes, codes and ordinances in full force and effect in the State of New Jersey, County of Ocean, and Township of Manchester, and occupied or unoccupied and offered for rent.

MANUFACTURED HOME SPACE

Includes that portion of a Manufactured Home Park rented or offered for rent, for the purpose of parking or positioning a trailer, mobile or manufactured home for living and dwelling purposes, to one or more tenants or family units together with all the privileges, services, equipment, facilities and improvements connected with the use or occupancy of such portion of the property. Manufactured home spaces which are newly constructed and rented for the first time are exempted, and the initial rent may be determined by the owner. All subsequent rents will be subject to the provisions of this chapter.

REASONABLE AND NECESSARY OPERATING EXPENSES

All expenses actually incurred and accrued by the landlord for the operation of the Manufactured Home Park during a calendar year. Reasonable and necessary operating expenses shall be computed in accordance with the following limitations and requirements:

- A. Taxes shall be limited to amounts actually paid solely on the mobile home park.
- B. Repair and maintenance expenses shall not include expenditures for major improvements or items which meet the definition of major improvements.
- C. Professional fees, including legal and accounting expenses, shall be limited to actual costs for day to day operation of the park. Legal and accounting expenses resulting solely from an application made pursuant to this chapter or resulting in legal challenges of this chapter shall be considered "reasonable and necessary operating expenses," as defined in this chapter.
- D. Management expenses shall be limited to the amounts paid for actual services performed by a manager of a management firm. In no event shall a fee for management services exceed what the Rent Board determines to be reasonable.

RENTAL INCOME

The payable rent charged and received for the mobile home space over the previous twelve-month period exclusive of any of the following: the pass through of all real property taxes, space fees or license fee charged by the Township of Manchester pursuant to any duly adopted ordinance, any pass through of the cost of utilities if the same are provided for by the landlord and any increase for major improvements as permitted by § 326-9B hereof.

UTILITIES

The minimum rate charged for sewerage, water service and private trash collection. In areas where there are no public sewer or water service utilities, it shall include private septic and private well systems. Any single renovation of an existing utility system which meets the definition of a major improvement under this chapter is excepted from this definition.

Incorporation of Definitions from Public Law 2025, c. 85.

All terms not defined herein shall utilize the statutory definitions in N.J.S.A. 52:27D-287.12 without exception. If definitions herein, now or in the future, conflict with the definitions enacted by Public Law 2025, c. 85 (N.J.S.A. 52:27D-287.12) or the regulation to be promulgated thereto, the State law and regulations shall control.

§ 326-2. Determination of rents.

- A. The establishment of rents for manufactured home rental spaces between a landlord and a tenant, and which are available to rent to tenants to which this chapter is applicable, shall hereafter be determined by the following provisions:
 - (1) No continuing tenant, at the termination of a tenancy, shall suffer or be caused to pay any rent increase for the manufactured home space in any twelve-month period which exceeds increases permitted herein for the twelve-month period. This chapter does not limit the amount of rent that the landlord may negotiate with and charge to a new tenant who agrees to pay that rent, but once a rent is established for a new tenant, this chapter shall thereafter limit the annual increases that may be imposed upon that tenant;
 - (2) The landlord shall be entitled, without need for application or hearing, to a yearly rent increase in an amount equal of 3.5% of the previous twelve-month rental income for the manufactured home space.
 - (3) Where the landlord seeks to implement a rent increase in the following calendar year in excess of 3.5%, the landlord shall utilize the process outlined in § 326-9G, as may be amended from time to time, except that where such a rent increase is permitted by agreement pursuant to Section 326-10 (the 75 plus one exemption), the rent increase may be implemented without any additional process.
- B. Landlords shall be entitled to "pass through" to tenants the actual amounts paid by the landlord for taxes and utilities, including any real estate or property taxes, without prior

approval or authorization from the Rent Leveling Board. Increases permitted pursuant to §§ 326-2A(1), (2) and (3), 326-7, 326-10, and 326-15 may be implemented without Rent Board approval. All other increases permitted by this ordinance must be the subject of written Rent Board approval before implementation.

- C. A tenant may be notified by other than certified mail only if the landlord or his representative shall serve the tenant personally with the notice provided for herein and shall certify such service by affidavit and retain such affidavit in his records. Upon receipt of said notice and where the increase sought is based upon terms in § 326-9 herein, the Rent Leveling Board shall schedule a hearing on said increase and the landlord shall post, in a conspicuous place in or about the park, a notice of said hearing date at least five days prior to the proposed date of hearing. Where the increase sought from tenants is based upon the terms in § 326-2 herein, no hearing shall be scheduled, no written approval is required and the increase shall become effective on the date specified in said notice if all other applicable provisions of this chapter are complied with.
- D. In the event that a landlord shall make application for any rent increase under § 326-9, said application shall include a certification by the landlord that all information supplied in the application is true and accurate.
- E. Any and all bills for work or services submitted in connection with any application for a rent increase, as set forth elsewhere herein, shall be for work invoiced to the landlord within the 18 months next preceding the date of the filing of the application. All bills must be presented with proof of payment thereof. Any bill presented by the landlord which was invoiced earlier than 18 months prior to the date of the application shall be reviewed by the Manchester Township Rent Leveling Board on a case-by-case basis. The landlord shall have the burden of proof as to why the bill was not submitted within the time restrictions provided.

§ 326-3. Disclosure of rents to new tenants.

The landlord shall provide and disclose to all new tenants, in writing upon execution of a lease, the sums allocated in the gross rent paid to the landlord for the following items:

- A. Rental income.
- B. Tax surcharge or pass through.
- C. License fee.
- D. Any other special expense.

§ 326-4. Certification of compliance; rent reduction due to noncompliance.

- A. Rent increases, as authorized by § 326-9, may be allowed only if the Manufactured Home Park substantially complies with all existing state, county and local codes and is deemed available for rent to tenants. As part of his application for any increase under § 326-9, the landlord shall submit to the Rent Leveling Board such certification of compliance with said codes as he is required by law to maintain.

- B. Where rent increases are based upon Section 326-9 and the mobile home park after reasonable notice and opportunity to cure fails to substantially comply with said codes, any tenant may apply to the Rent Leveling Board for a reasonable reduction in rent, commensurate with diminution in value for the tenant's manufactured home space caused by any such noncompliance by the landlord, whereupon the Rent Leveling Board shall duly notify the landlord and schedule the matter for a hearing. If, as a result of such a hearing, a reasonable reduction in rent is granted, it shall remain in effect until the date the noncompliance has been corrected as proved by the landlord.

§ 326-5. Timing of increase; excess increase.

After the enactment of this chapter, any rental income or additional charge increase at a time other than at the expiration of a tenancy or the termination of a periodic tenancy shall be void, except as otherwise provided in this chapter. Any such rental income or additional charge increase in excess of that authorized by the provisions of this chapter shall be void.

§ 326-6. Rent reduction procedure.

A tenant shall be entitled to a rent reduction from a landlord because of a decrease in the municipal property taxes or utilities or any decrease in space fees or license fee charged by the municipality, provided that nothing herein shall require a rebate or reduction as long as the landlord does not pass through or charge the tenant more on account of real estate taxes than the landlord actually paid for such taxes. The reduction shall not exceed that amount authorized by the following provisions:

- A. Where the decrease consists of a decrease in the municipal property tax due to aid received from the State Aid for Schools Fund and where said decrease is subject to the provisions of c. 63, P.L. 1976 (N.J.R.S. 54:4-62 et seq.), as may be amended from time to time, the landlord shall make such rebate and upon such terms as c. 63, P.L. 1976, provides.
- B. Where the decrease consists of a decrease in the municipal property tax other than that decrease provided for in Subsection A above, the landlord shall divide the decrease in the present tax over the tax for the previous year by the total number of manufactured home spaces in the manufactured home park. The decrease each tenant is entitled to shall be a reduction computed pursuant to § 326-7 hereof.
- C. Where the decrease consists of a decrease in utilities, space fees or license fee, the landlord shall divide the decrease in the present utilities, manufactured home space fees or license fee over the utilities, manufactured home space fees or license fee of the previous year by the total number of manufactured home spaces in the mobile home park to obtain the decrease per space. The decrease each tenant is entitled to shall be a credit to rent in 12 monthly installments commencing from the effective date of said reduction. Any tenant entitled to a rent decrease hereunder shall be notified by the landlord, by ordinary mail, together with filing of an affidavit of mailing by the landlord, of the calculations involved in computing such reduction and the effective date of such reduction.

§ 326-7. Municipal services fees.

Municipal service fee increases may be charged when the municipality increases them, the month they are increased. No notice to quit is required. If the municipal fees are reduced, they shall be reduced to the tenant the month they are reduced by the municipality.

§ 326-8. Tax appeals.

- A. In the event that a municipal property tax appeal is taken by the landlord and the landlord is successful in said appeal and the taxes are reduced, the tenants involved shall receive 50% of said reduction after the landlord's costs of securing said tax reduction have been deducted. The landlord shall receive the remaining benefit of the reduced taxes. Thereafter, in succeeding years, the benefit of such successful tax appeal shall be divided evenly between the tenants and the landlord.
- B. Any such successful landlord shall notify the tenants, by certified mail within 30 days after the receipt of the judgment or determination of taxes by taxing authorities, of the calculations involved, including an itemization of the costs of securing said reduction and the reduction each tenant is entitled to, determined by dividing 1/2 the remainder of the amount of said tax reduction by the total number of mobile home spaces in the manufactured home park.

§ 326-9. Additional rent increases.

A. Hardship. A landlord who finds that the present rental income and additional charges from the manufactured home park on which he seeks relief thereunder are insufficient to cover the costs of payments on a first mortgage and any subsequent mortgages directly used to improve and upgrade the manufactured home park and/or payments for maintenance and/or all reasonable and necessary operating expenses, and at the same time ensure the landlord a just and reasonable return, may appeal to the Rent Leveling Board for an additional increase in rental income. The Rent Leveling Board, after a hearing, may grant the landlord a rent increase to meet these requirements or needs after consideration of the proofs presented by the landlord, the physical condition of the manufactured home park.

B. Major improvements.

- (1) A landlord may seek an additional charge for major improvements. For the purposes set forth herein, a major improvement shall be defined as a major improvement to a park system or facility extending the useful life of its infrastructure, including but not limited to streets, paving or curbing, water system, sewer or septic system, clubhouse, tenant transportation vehicles, or swimming pool, having a direct benefit to the tenants of the park. Applications for major improvement surcharges may be granted upon the demonstration by the landlord, to the satisfaction of the Rent Leveling Board, that the improvement serves a direct benefit to the tenants, and that it was more feasible to renovate or replace an existing object than repair it. Any single renovation or improvement to the sanitary sewer or septic system or water system having a cost in excess of \$25,000 shall be deemed a major improvement for purposes of this regulation;

and such improvement having a cost of less than \$25,000 shall be considered a utilities expense.

- (2) Regardless of whether the landlord is seeking to increase rent or an additional charge for major improvements, as a community planning tool, the landlord shall submit annually, and no later than January 31 of each year, a written submission similar to a capital improvement plan, outlining the potential major improvements being considered for the park over the next five years, the present day cost of such improvements and the financial impact said improvements will have on the tenants of the park.

C. In the event that a landlord seeks an additional charge for any major improvement, it shall be necessary for said landlord to produce actual receipts and bills for the cost of said improvements, and testimony as to those items will not be considered sufficient in and of itself without the proper backup materials.

D. In the event that a landlord is to seek an additional rent increase based upon major improvements, the charge to be passed on to the tenant shall be based upon the proportionate part of the useful life of said major improvement rather than taking all of the improvement costs in the year that the landlord seeks the rent increase.

E. Loans. In the event that the financial information submitted by the landlord reveals a loan made by the landlord or by someone having an ownership interest in the landlord, if the landlord is a business entity such as a partnership or a corporation, interest expense on any such loan shall be computed based upon a rate not to exceed an imputed rate equal to the prime lending rate charged by commercial banks plus one percentage point.

F. Related entity. In the event the landlord shall retain the services of any related entity (meaning owned by the landlord or someone who has an interest in the landlord as a partnership corporation) the landlord shall provide proof that the cost of this service did not exceed the fair market value of same by more than 5%. The proof requirement established hereunder shall be satisfied by presenting three bids from separate and unrelated vendors.

G. Hearings.

- (1) Any appeal or hardship rent increase application must be filed 45 days prior to the proposed hearing date. Any data which the landlord seeks to rely upon before the Board must be submitted with the application in order to allow the Board adequate time to review the data prior to the hearing. If the Board finds that it has been given the proper and appropriate information prior to the hearing, the Board may, in its discretion, agree to review additional data at the time of the hearing not previously submitted. The Board would make such determination based on the pertinence to the landlord's appeal and the finding that the landlord was unable to submit the information or material on a timely basis and was acting in good faith.
- (2) Timeline for seeking a rate above the established cap for the next calendar year.
 - (a) A landlord seeking pursuant to Section 326-9 to raise the rent cap above the fixed 3.5% rate, shall post notice on a physical sign at each entrance to the park in a script large

enough to be read from 15 feet away stating that the landlord is applying to the Manchester Rent Leveling Board for an increase greater than three and one half percent (3.5%) and provide written notice to each occupied unit. (This requirement is not applicable to increases made pursuant to Section 326-10).

- (b) The notice must explain the reason why the landlord seeks the above-cap increase. For major improvements, the tenant notice and application shall include the total cost of the completed major improvement; the number of years of useful life of the improvement for the purposes of depreciation based upon the maximum term allowed under the Internal Revenue Code; the average cost, including debt service, of the improvement (calculated by dividing the cost of the major improvement by the total number of manufactured home spaces in the manufactured home park); and the major improvement surcharge sought from each tenant.
- (c) The Rent Leveling Board shall be provided 10 business days to review and comment on the notice prior to it being sent to the tenants. The notice shall include a certification form prepared by the Township for each tenant to confirm acknowledgement of the increase.
- (d) The landlord must thereafter notify each affected tenant in person or by certified mail of the hearing date for the appeal and post a notice of the hearing in a conspicuous place at the manufactured home park for at least 10 days prior to the hearing date.
- (e) In the case of major improvements, the debt service shall not be used to calculate a major improvement surcharge to exceed the prime rate plus 1%.
- (f) After the hearing is scheduled, the Board will determine at the hearing, after the landlord has provided notice of the application and hearing to the affected tenants, if said request is approved.
- (g) If said increase is granted, and it is granted as a result of a major improvement, it shall not be considered rental income and not calculated in allowable increases as otherwise set forth in this chapter.
- (h) In any event, no increase granted by authority of this section shall exceed 10% of the tenant's monthly rent, unless said increase or major improvement is mandated by law.

H. The Rent Leveling Board must take action and render a decision on all applications presented to it within the following time limitations:

- (1) Major improvement applications. The Rent Leveling Board must take action and render a decision on all major improvement applications within 90 days of the application date.
- (2) Hardship applications. The Rent Leveling Board must take action and render a decision on all hardship applications within 120 days of the application date.

§ 326-10. Increase By Agreement:

Increase by agreement. Where the landlord and the tenants effectuate a rent increase by agreement, the agreement(s) shall be in writing, signed by the landlord and signed by the tenants representing 75% plus one of the occupied rental units affected by the rent increase. Such rental increases by agreement shall take effect in accordance with the terms and conditions thereof. Mobile home parks that meet this provision pursuant to current or future agreement(s) that have been signed before and after this Ordinance passing will not be subject to the rent increase provision set forth in Subsection 326-2(A)(2) herein. For any mobile home parks that meet this provision, the Rent Leveling Board shall not be authorized to increase or reduce rents, and all rent increases shall be governed by the agreement of the landlord and tenants at that mobile home park. The Township recognizes, without further documentation, that Pine Ridge at Crestwood II qualifies for this exemption.

§ 326-11. Rent Leveling Board, Creation, Membership, Terms, Powers and Duties:

- A. There is hereby created a Rent Leveling Board within the Township of Manchester.
- B. The Board shall consist of five members and two alternate members who shall serve in the event of absence or disqualification of a regular member. The members of the Board and the alternate members shall be appointed by the Mayor, with the advice and consent of the Township Council, and their terms of office shall be as follows: two members shall be appointed for a period of one year; two members shall be appointed for a period of two years; and one member shall be appointed for a period of three years. Both alternates shall be appointed for a period of two years. Each member shall serve without compensation. One member and one alternate member shall be a tenant of a mobile home park, and one member and one alternate member shall be a landlord of a mobile home park, as that term is defined in § 326-1. Each nonlandlord member shall be a resident of the Township. Vacancies shall be filled for the balance of the term.
- C. The Rent Leveling Board is hereby granted and shall have and exercise, in addition to other powers herein granted, all of the powers necessary and appropriate to carry out and execute the purposes of this chapter, including but not limited to the following:
 - (1) To issue and promulgate such rules and regulations as it deems necessary to implement the purposes of this chapter, which rules and regulations shall have the force of law until revised, repealed or amended, from time to time, by the Board in the exercise of its discretion, provided that such rules are filed with the Township Clerk and notice of said rules and regulations is provided to all landlords subject to this chapter.
 - (2) To supply information and assistance to landlords, owners and tenants to aid them in complying with the provisions of this chapter.
 - (3) To hold hearing and adjudicate applications for additional rentals or such other relief as herein provided.

- (4) Nothing herein shall be construed to authorize the Rent Board to reduce rents that are authorized by this chapter or agreed to by tenants.

D. The Board shall, among its members, elect a Chairman annually on January 1 to oversee the operation of the Board.

E. The Board shall give both the landlord or owner and tenant reasonable opportunity to be heard before making any determination and shall base its determination on the relevant credible evidence before it.

F. The Board shall meet once per month or as may be necessary to efficiently conduct business, with notice pursuant to the New Jersey Open Public Meetings Act and notice to any manufactured home park where a specific action has been requested by the tenants of a manufactured home park. All meetings of the Rent Leveling Board shall be held at the Township Municipal Building, in the Township Municipal Court Room. In the event that there are no pending applications, the Board Chairman shall cancel a scheduled meeting and shall provide public notice of such cancellation. It is expected, that the Manchester Rent Leveling Board will have little to no activity before the sunset of this Chapter.

§ 326-12. Appeals.

Both a landlord and tenant may appeal, in writing, the findings of the Rent Leveling Board to a court of competent jurisdiction or any other body agreed upon by the parties within 45 days of the Rent Board decision and said appeals shall be in accordance with Court Rule 4:69-1 et seq. The Township Council shall not hear any appeals. All expenses associated with the cost of an appeal shall be the responsibility of the parties. The Township Council will have no authority to hear appeals of decisions made by the Board.

§ 326-13. Maintenance of standards.

- A. During the term of this chapter, the landlord shall maintain substantially the same standards of service, maintenance and equipment in the mobile home park or mobile home spaces as he provided or was required to do by law or lease, written or unwritten, as of the date the tenancy was entered into.
- B. Where the landlord, after reasonable notice and opportunity to cure, fails to substantially maintain such standards, any affected tenant may appeal to the Rent Leveling Board for a reasonable reduction in rent, commensurate with any diminution in the value of the tenant's space as a result of such failure by the landlord, whereupon the Rent Leveling Board shall duly notify the landlord and schedule the matter for hearing. If, as a result of such a hearing, a reasonable reduction in rent is granted, it shall remain in effect until the date on which the landlord again maintains the standards, as proved by the landlord. However, this provision shall not apply to temporary closures related to repairs or improvements, nor shall it apply merely because the landlord substitutes one amenity for another reasonably comparable amenity. For example, if a landlord temporarily closes a clubhouse for repairs, or permanently eliminates tennis courts but thereafter replaces

them with a different amenity, e.g., a basketball court or pickleball court, those actions would not provide a basis for a request for rent reduction.

§ 326-14. Violations and penalties.

Willful violation of any provisions of this chapter, including but not limited to the willful filing with the administrator of any material misstatement of fact, shall be punishable by a fine of not more than \$1,000 in the discretion of the court. A violation affecting more than one leasehold shall be considered a separate violation as to each leasehold.

§ 326-15. Market adjustment.

Upon the transfer of title to new tenants or upon the voluntary, uncoerced vacating or court-ordered eviction, or a repossession of any manufactured home by a lender holding a secured interest in same located on any manufactured home space for which rent increases are controlled by the terms of this chapter and upon compliance with Subsections A to B below, at the time of the re-rental of a rental unit the rental increase restrictions of this chapter shall not apply, and a landlord shall be entitled to apply this market adjustment provisions for the rent to be charged for that manufactured home space. However, the market adjustment provisions shall not apply a) where a landlord-tenant relationship exists between the landlord and the proposed new tenant where that tenant is transferring to a new rental unit owned by the same landlord on the same property, and b) for any subsequent rental increase for the market-adjusted rental unit unless there is another, separate vacancy event as described in the first sentence of this section. Further clarifying this item b), if a multiyear lease is proposed for a market-adjusted rental unit, only the initial rent set forth in such lease is subject to market adjustment. All subsequent rentals charged, even those set forth within the multiyear lease, must comply with the rental restrictions of this chapter. When seeking to implement a market adjustment, the landlord shall comply with each of the following:

- A. The landlord shall file with the Rent Board a certification, in such form as prescribed by the Board and signed by the landlord, that the surrender of possession by the vacating tenant was voluntary and uncoerced or pursuant to a lawful court-ordered eviction or repossession.
- B. The landlord shall file with the Rent Board the name and address of the vacating tenant, the then current rental amount of the vacated mobile home space, an identification of the vacated manufactured home space and the rent to be charged to the new tenant.

§ 326-16. Effective date.

- A. This chapter shall take effect upon passage.
- B. From the passage of this chapter on second reading, there shall be no rental increases that are effective in 2025 or 2026 that are inconsistent with this amended chapter, or the settlement agreements entered into in those matters bearing docket numbers OCN-L-856-23 and OCN-L-826-23. The rent leveling board shall not seek to review or reduce any rent increases that were noticed prior to the Effective Date nor seek to review or reduce any rent increases that are authorized by Section 326-10 (rent increases by agreement).

§ 326-17. New homes or new spaces.

This chapter shall not apply to new homes or new spaces.

Article II. Sunset of Chapter 326.

Chapter 326 of the Municipal Code, including all amendments and supplements, shall completely sunset on December 31, 2026 and maintain no further legal effectiveness, except that all rent increases for 2027 noticed prior to December 31, 2026 shall be governed by the terms of this Ch. 326. In anticipation of the sunset, the Board shall not accept new applications or petitions after September 30, 2026. Upon sunset, the terms of all board members shall terminate by operation of 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 22nd day of September 2025 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 October 27, 2025. 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, AUTHORIZING THE PURCHASE OF BLOCK 113, LOT 7 ON THE MUNICIPAL TAX MAP FROM CEDAR GLEN LAKES, INC. IN ACCORDANCE WITH THE PROVISIONS OF N.J.S.A. 40A:12-13 (b) AND N.J.S.A. 40A:12-13.2 (1300 ROUTE 70 AND THE CORNER OF ROOSEVELT CITY ROAD; \$50,000.00)

WHEREAS, Cedar Glen Lakes, Inc., is the owner of Block 113, Lot 7; and

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

WHEREAS, the municipality has established \$50,000.00 as the fair market value for said property; and

WHEREAS, the property owner, Cedar Glen Lakes, Inc., has offered to sell Block 113, Lot 7, to the Township of Manchester for the sum of \$50,000.00; 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 purchase of Block 113, Lot 7, from Cedar Glen Lakes, Inc.

SECTION 2. Upon the adoption of this ordinance, the Mayor, Township Clerk and Township professionals are hereby authorized to execute any and all documents necessary to implement the intent of this ordinance.

SECTION 4. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 5. 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 14th day of October 2025 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 October 27, 2025. 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

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE AWARD OF A REQUIRED DISCLOSURE CONTRACT WITH SHAFTS AND SLEEVES COMPANY INC. FOR REBUILD (2) GORMAN/ RUPP PUMPS AT STATION #7

WHEREAS, the Township of Manchester has a need for rebuild of (2) Gorman/Rupp pumps at station # 7 through Shafts and Sleeves Company Inc., P.O. Box 153, Roebling, NJ 08554 as a required disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Township has procured multiple quotes in accordance with N.J.S.A. 40A:11-6.1; and

WHEREAS the value of the contract is in excess of the Pay to Play threshold of \$17,500.00; and

WHEREAS Shafts and Sleeves Company Inc., P.O. Box 153, Roebling, NJ 08554 have supplied a quote for services for \$17,920.00, that is deemed to be the most advantageous to the Township based upon Price and other Factors in accord with N.J.S.A.40A:11-1 et. Seq., and

WHEREAS Shafts and Sleeves Company Inc, has completed and submitted a Business Entity Disclosure Certification and a Personal Contribution Disclosure form which certifies that the vendor has not made any reportable contributions to a political or candidate committee in the Township of Manchester in the previous one year, and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract, and

WHEREAS the Chief Financial Officer certifies the availability of funds in the Water utility budget not to exceed \$17,920.00 in line item:

Line Item: 5-3255-501-000-225

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 contract for rebuild of (2) Gorman/Rupp pumps at station # 7 through Shafts and Sleeves Company Inc., P.O. Box 153, Roebling, NJ 08554 as a required disclosure contract is hereby awarded in an amount not to exceed \$17,920.00.
2. That the Mayor is authorized to execute and the clerk to attest to the contract.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:
 - A. Chief Financial Officer
 - B. Business Administrator
 - C. Purchasing Agent
 - D. Director 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 at a meeting held on the 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

5071

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING GASBOY AND ACCESSORIES CONTRACT PURSUANT TO NEW JERSEY STATE CONTRACT – DIVISION OF PURCHASE AND PROPERTY NUMBER T0849 - ABOVEGROUND FUEL TANKS, ASSOC. EQUIP., INSTALLATION, TANK REMOVAL, & SYS. SVCS.

WHEREAS, a need exists for the acquisition of fuel tanks and associated equipment and related accessories, for the daily operations of the Township of Manchester daily operations; 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, Whitemarsh Corporation, 80 Baekland Ave., Middlesex, N.J. holds New Jersey State Purchase and Property State Contract T0489; and

WHEREAS, under the New Jersey State Cooperative Contract the following quote was received for services acceptable to the Township in the amount of \$70,550.53; and

WHEREAS, the Chief Financial Officer certifies that funding is available in the amount of \$70,550.53 from:
Account: C-04-55-025-032-100

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 Department of Public Works 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 T0489 to procure fuels tanks and associated equipment from Whitemarsh Corporation, 80 Baekland Ave., Middlesex, N.J. in the amount of \$70,550.53.
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. Director 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 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING PURCHASE OF TWO (2) 2026 FORD F250 PICKUP TRUCKS STATE OF NEW JERSEY, CONTRACT, 24-FLEET-103120

WHEREAS a need exists for the acquisition of 2026 Ford F250 Pickup Trucks and accessories, for the daily operations of the Township of Manchester Department of Public Works function: 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, the following vendors hold New Jersey State Purchase and Property State Contracts for the two (2) 2026 Ford F250 Pickup Trucks and accessories.

Chas A Winner
Dba Winner Ford
250 Berlin Road
Cherry Hill, NJ 08034.

#24-FLEET-103120

WHEREAS, Winner Ford has provided for a quote for the vehicles in an amount consistent with state contract #24-FLEET-103120 in an amount of \$59,544.00 for an extended price of \$119,108.00; and

WHEREAS, the Chief Financial Officer has certified funds are available within the 2025 capital budget in an amount not to exceed \$119,108.00 line item:

Capital Improvement Program Line-item account: C-04-55-000-000-779

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 Department of Public Works be and hereby is authorized to procure two (2) 2026 Ford F250 Pickup Trucks and accessories with New Jersey Division of Purchase and Property Contract 24-FLEET-103120 from Winner Ford in the amount of \$119,108.00.
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. 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 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING A REQUIRED DISCLOSURE PROCUREMENT FOR THE PURCHASE OF WELL NO. 4 PILOT STUDY THROUGH GEIGER PUMP AND EQUIPMENT COMPANY

WHEREAS, the consulting engineers for the water utility obtained multiple quotes for service, in accord with N.J.S.A. 40A:11-6.1; and

WHEREAS, Geiger Pump and Equipment Company, 8924 Yellow Bick Rd., Baltimore, MD 21237, has provided for a quote in the total amount of \$33,890.00 for services, which is deemed to be the most advantageous to the Township, Price and Other factors considered (N.J.S.A. 40A:11-6.1); and

WHEREAS, the Qualified Purchasing Agent has certified that the procurement is in excess of the pay to play threshold of \$17,500.00 but less than the bid threshold of \$53,000.00; and

WHEREAS, Geiger Pump and Equipment Company has provided for a Business Entity Disclosure Contribution form as well as a Political Contribution Disclosure form, indicating no reportable donations have occurred in the past contract year; and

WHEREAS, the award of the contract aforesaid shall be conditioned upon the certification of the availability of funds from the Current Fund Appropriations, by the Chief Financial Officer.

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

1. That a purchase of Well No. 4 Pilot Study Services, through Geiger Pump and Equipment Company, 8924 Yellow Bick Rd., Baltimore, MD 21237, in the amount of \$33,890.00, is hereby authorized
2. That the execution of the contract aforesaid shall be conditioned upon the certification of availability of funds by the Chief Financial Officer
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:
 - A. Business Administrator;
 - B. Purchasing Agent;
 - C. Chief Financial Officer;
 - D. Director 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 true and correct copy of a Resolution adopted by the Township Council of said Township at a meeting held on the 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING PURCHASE OF ONE (1) 4X2 2026 FORD F250 PICKUP TRUCK STATE OF NEW JERSEY, CONTRACT, 24-FLEET-103120

WHEREAS a need exists for the acquisition of one (1) 4x2 2026 Ford F250 Pickup Truck and accessories, for the daily operations of the Township of Manchester Department of Public Works function: 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, the following vendors hold New Jersey State Purchase and Property State Contracts for one (1) 4x2 2026 Ford F250 Pickup Truck and accessories.

Chas A Winner
DbA Winner Ford
250 Berlin Road
Cherry Hill, NJ 08034.

#24-FLEET-103120

WHEREAS, Winner Ford has provided for a quote for the vehicle in an amount consistent with state contract #24-FLEET-103120 in an amount of \$61,969.00; and

WHEREAS, the Chief Financial Officer has certified funds are available within the 2025 capital budget in an amount not to exceed \$61,969.00 line item:

Capital Improvement Program Line-item account: C-04-55-000-000-779

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 Department of Public Works be and hereby is authorized to procure one (1) 4x2 2026 Ford F250 Pickup Truck and accessories with New Jersey Division of Purchase and Property Contract 24-FLEET-103120 from Winner Ford in the amount of \$61,969.00
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. 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 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

#25-418

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,
STATE OF NEW JERSEY, RELEASING ESCROWS POSTED FOR BLOCK 52.30 LOT
28 (15 WYCOMBE WAY)**

WHEREAS, escrows were posted by Carol Kempf, Block 52.30 / Lot 28 (15 Wycombe Way);
and,

WHEREAS, under date of October 6th, 2025, Township Engineers T&M recommended the
return of the aforesaid 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 52.30 / Lot 28 in the amount of \$904.00 plus
interest minus any outstanding invoices be released from account number 73809.
2. That the Township Clerk shall forward a certified copy of this Resolution to the
Following:
 - A. T & M Associates
 - B. Chief Financial Officer
 - C. Carol Kempf
15 Wycombe Way
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 at a meeting held on the 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

#25-419

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,
STATE OF NEW JERSEY, RELEASING ESCROWS POSTED FOR BLOCK 75.146
LOT 28 (7B NORWICH DRIVE)**

WHEREAS, escrows were posted by George Zdanowicz, Block 75.146 / Lot 28 (7B Norwich Drive); and,

WHEREAS, under date of October 6th, 2025, Township Engineers T&M recommended the return of the aforesaid 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 52.30 / Lot 28 in the amount of \$938.00 plus interest minus any outstanding invoices be released from account number 73812.
2. That the Township Clerk shall forward a certified copy of this Resolution to the Following:
 - A. T & M Associates
 - B. Chief Financial Officer
 - C. George Zdanowicz
7B Norwich Drive
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 at a meeting held on the 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

DRAFT

#25-420

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, RELEASING ESCROW POSTED FOR BLOCK 89 / LOT 3 (59 BECKERVILLE ROAD)

WHEREAS, escrows were posted by Homeland Towers, Block 89 / Lot 3 (652 Route 530) and,

WHEREAS, under date of October 3, 2025, Township Engineers Colliers Engineering & Design recommended the return of the aforesaid 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 bond release of Block 89 / Lot 3 in the amount of \$57.09 plus interest minus any outstanding invoices be released from account number 73589.
2. That the Township Clerk shall forward a certified copy of this Resolution to the Following:
 - A. Colliers Engineering & Design
 - B. Chief Financial Officer
 - C. Homeland Towers, LLC
652 Route 530
Whiting, NJ 08757

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 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

DRAFT

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, PROVIDING FOR THE INSERTION OF SPECIAL ITEM OF REVENUE FOR SUSTAINED ENFORCEMENT GRANT MID YEAR

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount; and

WHEREAS, the Township of Manchester has received **\$66,500** from the **STATE OF NJ DEPARTMENT OF STATE AND COMMUNITY HIGHWAY** and wishes to amend its CY2025 Budget to include this amount as revenue.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Manchester, County of Ocean, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the increase of an item of revenue in the budget of CY2025 in the sum of **\$66,500** which is now available as a revenue from:

Miscellaneous Revenues –

Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services: **SUSTAINED ENFORCEMENT GRANT- \$66,500**

State and Federal Revenues Off-Set with Appropriations:

SUSTAINED ENFORCEMENT GRANT- \$66,500

BE IT FURTHER RESOLVED that the like sum of **\$66,500** be and the same is hereby appropriated under the caption of:

General Appropriations –

Miscellaneous Revenues – **SUSTAINED ENFORCEMENT GRANT- \$66,500**

Operations Excluded from Caps

Public and Private Revenues Offset with Appropriations

- **SUSTAINED ENFORCEMENT GRANT- \$66,500**

BE IT FURTHER RESOLVED that the Chief Financial Officer shall electronically file the required documentation as required by the Division of Local Government Services after approval of resolution by Township Council.

BE IT FURTHER RESOLVED that the Township Clerk shall submit certified copies of this resolution to:

- Chief Finance Officer
- Township Auditor

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 27th day of October, 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY,
PROVIDING FOR THE INSERTION OF SPECIAL ITEM OF REVENUE FOR SENIOR OUT REACH GRANT
MID YEAR**

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount; and

WHEREAS, the Township of Manchester has received **\$183,000** from the **OCEAN COUNTY OFFICE OF SENIOR SERVICES** and wishes to amend its CY2025 Budget to include this amount as revenue.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Manchester, County of Ocean, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the increase of an item of revenue in the budget of CY2025 in the sum of **\$183,000** which is now available as a revenue from:

Miscellaneous Revenues –

Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services: **SENIOR OUT REACH GRANT- \$183,000**

State and Federal Revenues Off-Set with Appropriations:

SENIOR OUT REACH GRANT- \$183,000

BE IT FURTHER RESOLVED that the like sum of **\$183,000** be and the same is hereby appropriated under the caption of:

General Appropriations –

Miscellaneous Revenues – **SENIOR OUT REACH GRANT- \$183,000**

Operations Excluded from Caps-

Public and Private Revenues Offset with Appropriations

SENIOR OUT REACH GRANT- \$183,000

BE IT FURTHER RESOLVED that the Chief Financial Officer shall electronically file the required documentation as required by the Division of Local Government Services after approval of resolution by Township Council.

BE IT FURTHER RESOLVED that the Township Clerk shall submit certified copies of this resolution to:

- Chief Finance Officer
- Township Auditor

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 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

#25-423

**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 a refund for overpayment for the following property:

1. Block 38.102 lot 26 for overpayment of taxes in the amount of \$1,265.88 made payable to AD Muhammad & I Faiz-Mohammed, 205 Bridport Pl., Manchester, NJ 08759.

Total Amount Due \$ 1,265.88

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 27th day of October 2025.

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 a refund to Corelogic for overpayment for the following properties:

1. Block 38.21 lot 417.01 in the amount of \$1,120.06
2. Block 38.23 lot 436.01 in the amount of \$1,141.69
3. Block 38.23 lot 455.02 in the amount of \$437.50
4. Block 38.23 lot 461.02 in the amount of \$828.24
5. Block 38.57 lot 755.01 in the amount of \$1,048.21
6. Block 38.66 lot 860.03 in the amount of \$1,025.48
7. Block 38.84 lot 1035.02 in the amount of \$1,055.11
8. Block 38.102 lot 39 in the amount of \$1,231.88
9. Block 42.02 lot 8 in the amount of \$2,042.36
10. Block 43.06 lot 14 in the amount of \$235.03
11. Block 52.12 lot 18 in the amount of \$897.35
12. Block 52.24 lot 4 in the amount of \$1,578.76
13. Block 52.26 lot 2 in the amount of \$854.10
14. Block 75.126 lot 22 in the amount of \$790.79
15. Block 75.134 lot 59 in the amount of \$416.26
16. Block 83.06 lot 6 in the amount of \$1,453.08
17. Block 98.05 lot 13 in the amount of \$1,426.98
18. Block 98.09 lot 8 in the amount of \$1,094.27
19. Block 99.69 lot 1 in the amount of \$791.30
20. Block 99.112 lot 1 in the amount of \$2,165.35
21. Block 99.112 lot 2 in the amount of \$1,912.29
22. Block 99.172 lot 10 in the amount of \$1,867.74
23. Block 99.210 lot 1 in the amount of \$1,962.07

Total Amount Due \$ 27,375.90

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 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

#25-425

DRAFT

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING BLOCK 99.90 LOT 7 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 99.90 lot 7 in the amount of \$6,300.91 for 2025, Peter Fischler, Jr., 1921 Elizabeth Avenue, Whiting, NJ 08759 became a Totally Disabled Veteran effective January 10, 2025.
2. That the Tax Collector is hereby authorized to refund taxes in the amount of \$4,662.78. That the Tax Collector is hereby authorized to cancel the remaining taxes billed as long as the property is eligible for exempt status.
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. Peter Fischler, Jr.
1921 Elizabeth 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 at a meeting on the 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

#25-426

**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, 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 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

DRAFT

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE MAYOR TO EXECUTE REIMBURSEMENT AGREEMENTS WITH VARIOUS QUALIFIED PRIVATE COMMUNITIES

WHEREAS, N.J.S.A. 40:67-23.3 requires that every municipality shall reimburse a qualified private community for certain municipal services not provided to that community by the municipality; and

WHEREAS, N.J.S.A. 40:67-23.3 requires that the municipality shall enter into written agreements for annual reimbursement to those qualified private communities; and

WHEREAS, agreements heretofore executed between the Township of Manchester and those qualified communities within the Township are about to expire.

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 written agreements, as per ***attached Schedule A***, with qualified private communities for municipal services pursuant to N.J.S.A. 40:67-23.3
2. That the Chief Finance Officer certifies the availability of funds in the CY2025 Current Fund Budget Line Item Condo Services Act and the amount shall not exceed \$305,086.59.
3. That the Township Clerk shall forward a certified copy of this Resolution to the following:
 - A. All interested parties.
 - B. CFO

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 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

Municipal Services Act Reimbursement		SCHEDULE A			
CY2024		SNOW	ELECTRICITY	LEAF	TOTAL
CEDAR GLEN HOMES	\$895.80	\$5,550.36			\$6,446.16
CEDAR GLEN LAKES	\$3,090.64	\$11,966.97			\$15,057.61
CEDAR GLEN WEST	\$1,123.35	\$4,902.12			\$6,025.47
LEISURE VILLAGE WEST	\$7,085.73	\$36,341.11		\$12,753.14	\$56,179.98
LEISURE KNOLL	\$2,912.06	\$25,435.92			\$28,347.98
LEISURE RIDGE	\$391.73	\$4,014.54			\$4,406.27
WHITTING STATION	\$1,008.13	\$5,976.65			\$6,984.78
WHITTING VILLAGE #7	\$1,766.55	\$13,135.94			\$14,904.49
CRESTWOOD CO-OP # 1	\$1,342.26	\$10,387.01			\$11,729.27
CRESTWOOD CO-OP # 2	\$1,633.17	\$11,187.18			\$12,820.35
CRESTWOOD CO-OP # 3	\$1,506.44	\$10,171.57			\$11,678.01
CRESTWOOD CO-OP #4	\$1,774.31	\$11,073.84			\$12,848.15
CRESTWOOD CO-OP #5	\$1,903.93	\$13,185.84			\$15,089.77
CRESTWOOD CO-OP #6	\$2,523.21	\$11,562.55			\$14,085.76
RENAISSANCE	\$5,184.68	\$48,739.02			\$53,923.70
MEADOWS OF LAKE RIDGE	\$538.63	\$4,232.04			\$4,770.67
COUNTRY WALK	\$904.44	\$3,166.55			\$4,070.99
RIVERPOINT	\$1,215.52	\$17,710.07			\$18,925.59
AUTUMN RIDGE	\$132.50	\$1,974.95			\$2,107.45
RESERVE AT LAKE RIDGE	\$545.26	\$3,511.09			\$4,056.35
VENUE AT WOODLANDS	\$345.65	\$282.14			\$627.79
TOTAL	\$37,825.99	\$254,507.46	\$12,753.14		\$305,086.59

10/1/2024

2025

**RESOLUTION OF TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY,
AUTHORIZING TO JOIN THE NJ SOLUTIONS JOINT HEALTH INSURANCE FUND**

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the NJ Solutions Joint Health Insurance Fund, hereafter referred to as the “Fund”, as permitted by N.J.A.C. 11:15-3.1 et. seq., N.J.S.A. 17:1-8.1 et. seq., and N.J.S.A. 40A:10-36 et. seq.; and

WHEREAS, the Fund was approved to become operational by the Department of Banking and Insurance and the Department of Community Affairs (collectively, the “Departments”) and has been operational since that date; and

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund in the State of New Jersey contain certain restrictions and safeguards in connection with the administration of the public interest entrusted to such a Fund; and

WHEREAS, the governing body of the Township of Manchester, hereinafter referred to as “Local Unit” has studied the feasibility of joining the Fund and has determined that membership in the Fund is in the best interest of the Local Unit.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Local Unit hereby agrees and authorizes the following:

- i. Execution of the application for membership to the Fund, including any and all documents and/or certifications as may be necessary, in order for the Local Unit to complete the application process and join the Fund.
- ii. The Local Unit shall become a member of the Fund for an initial period outlined in the Local Unit’s Indemnity and Trust Agreement, subject to the approval of the Fund Commissioners, which in no event shall exceed three (3) years as prescribed in N.J.A.C. 11:15-3.3(a).
- iii. The Local Unit shall participate in the following type(s) of coverage(s) offered by the Fund: Health Insurance and/or Prescription Insurance and/or Dental Insurance and/or Medicare Advantage/Employer Group Waiver Program as defined pursuant to N.J.S.A. 17B:17-4, the Fund’s Bylaws, and Plan of Risk Management.
- iv. Adoption and approval of the Fund’s Bylaws, a true and correct copy of which is available upon request from the Municipal Clerk During business hours, which has been approved by the Departments.
- v. Execution of the Local Unit’s Indemnity and Trust Agreement, a true and correct copy of which is available upon request from the Municipal Clerk During business hours, which has been approved by the Departments.

BE IT FURTHER RESOLVED that the governing body of the Local Unit certifies, pursuant to N.J.A.C. 11:15-3.3(a), that the Local Unit has never defaulted on claims under a self-insured plan and that it has not had its insurance canceled for nonpayment of premium for a period of at least two (2) years prior to this application.

BE IT FURTHER RESOLVED that the governing body of the Local Unit is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Fund as required by the Fund’s Bylaws, and to deliver these documents to the Fund’s Executive Director with the express reservation that these documents shall become effective only upon on acceptance of the Fund’s By-laws as prescribed in N.J.A.C. 11:15-3.3(a).

CERTIFICATION

I, Teri Giercyk, Clerk of the Township of Manchester, Count of Ocean, State of New Jersey, do hereby certify the foregoing to be true and correct copy of a Resolution adopted by the Township Council of said Township at a meeting held on the 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk



#25-429

State Health Benefits Program (SHBP)
 School Employees' Health Benefits Program (SEHBP)
RESOLUTION

DRAFT

To be completed by the employing agency's Certifying Officer.

A resolution to terminate all participation under the SHBP and SEHBP (including prescription drug plan and/or dental plan coverage).

BE IT RESOLVED:

1. The _____

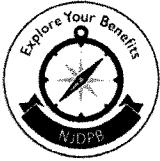
Corporate Name of Employer
SHBP/SEHBP Employer Location Number

 hereby resolves to terminate its participation in the Program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the SHBP and/or SEHBP (N.J.S.A. 52:14-17.25 et seq.) for all its active and retired employees.
2. We shall notify all active employees of the date of their termination of coverage under the Program.
3. We understand that the New Jersey Division of Pensions & Benefits (NJDPB) will notify retired employees of the cancellation of their coverage.
4. We understand that all COBRA participants will be notified by the NJDPB and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.
5. We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

<i>Corporate Name of Employer</i>		<i>Phone Number</i>	
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Print Name</i>	<i>Official Title</i>	<i>Email Address</i>	
<i>Signature</i>		/ / <i>Date</i>	
<i>Number of Employees</i>	<i>Employer's State Employer Identification Number (EIN)</i>		

Please complete page 2 of this form.



State Health Benefits Program (SHBP)
 School Employees' Health Benefits Program (SEHBP)
RESOLUTION

DRAFT

Please complete and comply with the following:

Type of funding method with the new contract:

- ☐ Conventionally insured _____
- ☐ Minimum premium _____
- ☐ Administrative Services Only (ASO) _____
- ☐ Other (please list) _____
- _____
- ☐ New Health Carrier _____
- ☐ New Prescription Drug Carrier _____
- ☐ New Dental Plan Carrier _____
- ☐ Reason for termination from the SHBP/SEHBP _____
- _____
- _____
- _____

In accordance with N.J.S.A. 18A:16-21 and 40A:10-25, you must file a copy of your new contract with the State Health Benefits Commission or School Employees' Health Benefits Commission. Please submit a copy of the new contract with this completed resolution.

Mail Completed Resolution to:

**New Jersey Division of Pensions & Benefits
 Health Benefits Bureau
 P.O. Box 299
 Trenton, NJ 08625-0299**

**RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,
STATE OF NEW JERSEY, AUTHORIZING THE APPLICATION TO THE NEW
JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST FOR THE
REPLACEMENT OF THE WESTERN SERVICE AREA WELL #10 - APPLICATION
NUMBER – 1518004-002**

WHEREAS, the Township's Western Service Area (WSA) must replace Well 10 due to iron content and flow reductions; and,

WHEREAS, intends to file an application with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust for the replacement of the existing Well No.10.

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 **Albert Yodakis** be authorized to act as the Authorized Representative to represent in all matters relating to the project undertaken pursuant to the above referenced New Jersey Environmental Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust. The Authorized Representative may be contacted at the following address: **1 Colonial Drive, Manchester, NJ 08759-6501** and phone number: **732-657-8121; ext: 3303**.
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. Director of the Department of Public Works
 - E. Remington & Vernick Engineers
 - F. NJEIT

CERTIFICATION

I, Teri Giercyk, 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 of said Township at a meeting held on the 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

DRAFT

A RESOLUTION TO AFFIRM THE TOWNSHIP OF MANCHESTER'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the Township of Manchester to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Township of Manchester has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Mayor and Township Council that:

Section 1: No official, employee, appointee or volunteer of the Township by whatever title known, or any entity that is in any way a part of the Township shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township's business or using the facilities or property of the Township.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township to provide services that otherwise could be performed by the Township.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Township shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Township shall establish written procedures that require all officials, employees, appointees and volunteers of the Township as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Township shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Township shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township's web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Township in order for the public to be made aware of this policy and the Township's commitment to the implementation and enforcement of this policy.

CERTIFICATION

DRAFT

I, Teri Giercyk, Clerk of the Township of Manchester, County of Ocean, State of New Jersey, do hereby certify the foregoing to be true and correct copy of a Resolution adopted by the Township Council of said Township at a meeting held on the 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk

DRAFT

RESOLUTION OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF JACKSON FOR UCC CODE SERVICES

WHEREAS, the Township of Manchester ("Township") has a department that performs Uniformed Construction Code ("UCC") inspections; and

WHEREAS, the Township of Jackson ("Jackson") also has a department that performs UCC inspections; and

WHEREAS, State law mandates expedited UCC inspections, and the parties believe a reciprocal agreement to provide supplemental inspection services for the 4 disciplines (building, electrical, fire protection and plumbing) best enables them to comply with the law and provide efficient service to their taxpayers; and

WHEREAS, N.J.S.A. 40A:65-1 et seq. authorizes shared services agreements between municipalities to provide or receive any service that each municipality is empowered to provide or receive within its own jurisdiction; and

WHEREAS, the Township has provided a Shared Services Agreement for the provision of reciprocal supplemental UCC services to Jackson; and

WHEREAS, the Governing Body wishes to authorize the execution of the Shared Services Agreement with Jackson.

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

1. That the Governing Body hereby authorizes the execution of the Shared Services Agreement with the Township of Jackson for the provision of reciprocal UCC services.
2. The Administrator is hereby authorized and directed to execute such documents as are determined to be necessary by the Township Attorney to accomplish the above purposes.

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 27th day of October 2025.

Teri Giercyk, RMC/CMC
Municipal Clerk