

## Agenda

### **Workshop Session 3:00 p.m.**

1. Meeting called to order
2. Statement of compliance with Open Public Meetings Act
3. Roll Call
4. Executive Session – Closed to Public

### **Public Portion of Meeting – 4:00 p.m.**

5. Public Portion of Meeting called to order
6. **Salute to Flag and Moment of silence:**
7. **Public Comment Session – Agenda Items Only**  
*Please state your name and address clearly for the record*
8. **Workshop Session**

**LEGAL** - None

**ENGINEERING** - None

#### **CLERK**

- A. Items of New Business

#### **ADMINISTRATION**

- A. Resolution Authorizing Cancellation of Unexpended Balances for 2017 to be Credited to Surplus
- B. Resolution Authorizing Execution of Shared Services Agreement with Freehold Township for Information Technology Services
- C. Resolution Authorizing Agreement with Monmouth County Division of Aging, Disabilities & Veterans Services for Senior Center Grant
- D. Resolution Designating Temporary Snow Drivers for 2017-2018
- E. Resolution Authorizing the Appointments of 2018 Bus Drivers for Manalapan Recreation
- F. Resolution Authorizing the Appointments of 2018 Gym Security Supervisor for Manalapan Recreation
- G. Resolution Authorizing the Appointments of 2018 Recreation Part-Time Staff for Manalapan Recreation
- H. Resolution Authorizing the Appointments of 2018 Saturday Night Out for Manalapan Recreation
- I. Resolution Approving and Authorizing Execution of a Shared Services Agreement Between Manalapan Township and Freehold Township for Information Technology Services

#### **9. CONSENT AGENDA:**

ALL MATTERS LISTED UNDER ITEM "CONSENT AGENDA" ARE CONSIDERED ROUTINE BY THE TOWNSHIP COMMITTEE AND WILL BE ENACTED BY ONE (1) MOTION IN THE FORM LISTED BELOW. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS. IF DISCUSSION IS DESIRED ON ANY ITEM, THAT ITEM WILL BE CONSIDERED SEPARATELY.

**Reports for November 2017:** Finance, Police, Planning/Zoning, Tax Collector

**Applications:** Raffle No. 1102 – Mid Atlantic Resource Group Charitable Foundation Inc.

#### **Resolutions:**

- A. Authorizing Transfer of 2016/2017 Duplicate/Overpayments to 2017/2018 Open Balances
- B. Authorizing Refund of Premiums and/or Cost of Sale Paid at Tax Sale
- C. Authorizing the Cancellation/Refund of 2017/2018 Taxes for 100% Disabled Veteran
- D. Authorizing Refund of Duplicate, Erroneous and Tax Overpayments for 2018, 2017 and Prior Years

- E.** Resolution Authorizing Cancellation of Unexpended Balances for 2017 to be Credited to Surplus
- F.** Authorizing Execution of Shared Services Agreement with Freehold Township for Information Technology Services
- G.** Authorizing Agreement with Monmouth County Division of Aging, Disabilities & Veterans Services for Senior Center Grant
- H.** Designating Temporary Snow Drivers for 2017-2018
- I.** Authorizing the Appointments of 2018 Bus Drivers for Manalapan Recreation
- J.** Authorizing the Appointments of 2018 Gym Security Supervisor for Manalapan Recreation
- K.** Authorizing the Appointments of 2018 Recreation Part-Time Staff for Manalapan Recreation
- L.** Authorizing the Appointments of 2018 Saturday Night Out for Manalapan Recreation
- M.** Approving and Authorizing Execution of a Shared Services Agreement Between Manalapan Township and Freehold Township for Information Technology Services

**10. OLD BUSINESS:**

- A. Ordinance No. 2017-20,** An Ordinance of the Township Committee of the Township of Manalapan, County of Monmouth, State of New Jersey, Amending the Zoning Map of the Township of Manalapan to Remove Lot 12.02 in Block 78, Located on State Highway No. 33 Eastbound, from the Sed-20 Zoning District and to Include that Property in the Sed-20/W Zoning District.

**11. NEW BUSINESS:**

**A. Resolutions:**

- 1)** Approving **Bill List** Dated December 12, 2017 to December 27, 2017 Totaling \$1,499,932.71

- B. Approval of Minutes:** October 11, 2017, November 8, 2017

**12. PUBLIC COMMENT – Non-Agenda Items Only**  
*Please state your name and address clearly for the record*

**13. Motion to Appoint Presiding Officer (Chairperson) for 2018 Re-Organization Meeting - January 5, 2018**

**14. ADJOURNMENT**

**OPENING STATEMENT:**

- 1. Pursuant to Section 5 of the Open Public Meetings Act notice of this meeting of the Manalapan Township Committee was sent and advertised in the Asbury Park Press.
- 2. A copy of that notice was posted on the bulletin board where public notices are displayed in the Municipal Building.
- 3. In addition, a copy of this notice is and has been available to the public and is on file in the Office of the Municipal Clerk.
- 4. Accordingly this meeting is deemed to be in compliance with the Open Public Meetings Act.

**ROLL CALL:**

Present: Kane, McNaboe, Cohen  
Absent: Musich, Uniglicht

Also present: Regina Preteroti, Municipal Clerk  
Tara Lovrich, Administrator  
Renee Garrigana, Assistant Administrator  
Roger McLaughlin, Esq., Township Attorney

Absent: Greg Valesi, Township Engineer

**Resolution No. 2017-337** a motion was offered by Mrs. Cohen, seconded by Mr. McNaboe to go into Executive Session, and was approved by unanimous roll call vote:

The meeting went into Closed Session and returned to Public Session:

**PUBLIC PORTION OF MEETING:**  
**MEETING IS CALLED TO ORDER BY THE MAYOR:**

MAYOR COHEN: Our public portion of this meeting is called to order if anybody wants to speak you can sign in behind our Clerk. At this time I'm going to ask you please stand to salute the flag and a moment of silence.

**SALUTE TO FLAG AND MOMENT OF SILENCE:**

MAYOR COHEN: At this time we would like to open for a public comment session on agenda items only. If you come up please state your name and address clearly for the record. Is there anybody that would like to speak during the public comment session? Seeing none I will close public. We're at our workshop session legal Mr. McLaughlin.

**WORKSHOP SESSION:**

**LEGAL:**

MR. McLAUGHLIN: No report this evening Mayor and I can report there is no engineering report either.

MAYOR COHEN: Thank you very much. Clerk Mrs. Preteroti.

**CLERK:**

MRS. PRETEROTI: Thank you Mayor we just have one resolution for tonight and that will be a Resolution Authorizing the Appointments of 2018 Saturday Special Recreation for Manalapan Recreation.

MAYOR COHEN: Thank you. Mrs. Lovrich you always have ---

**ADMINISTRATION:**

MRS. LOVRICH: Yes thank you Mayor; yes I have all the resolutions. So just a few year end resolutions that we have for tonight is a Resolution Authorizing cancellation of Unexpended Balances for 2017 to be credited to Surplus. We have a Resolution Authorizing the Execution of our 2018 Shared Service Agreement with Freehold Township for Information Technology Services. We have a Resolution Authorizing our Agreement with the Monmouth County Division of Aging, Disabilities and Veterans Service for the Senior Center Grant. We have a Resolution, I'm laughing, Designating Temporary Snow Drivers for 2017-2018. And then we have several resolutions for recreation; to start the New Year and this year and that's appointments for 2018 Bus Drivers, 2018 Gym Security Supervisor, 2018 Recreation Part-Time Staff and the Appointment of 2018 Saturday Night Out.

**CONSENT AGENDA:**

MAYOR COHEN: Thank you. We are at our Consent Agenda. **ALL MATTERS LISTED UNDER THE ITEM "CONSENT AGENDA" ARE CONSIDERED ROUTINE BY THE TOWNSHIP COMMITTEE AND WILL BE ENACTED BY ONE (1) MOTION IN THE FORM LISTED BELOW. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS. IF DISCUSSION IS DESIRED ON ANY ITEM THAT ITEM WILL BE CONSIDERED SEPARTELY.** Is there anybody that has anything that they need taken out? Then I need a motion to accept.

MR. McNABOE: So moved.

MAYOR COHEN: And a second.

MR. KANE: I'll second.

MAYOR COHEN: Thank you roll call please.

**ROLL CALL:**

MRS. PRETEROTI: Mr. Kane?

MR. KANE: Yes.

MRS. PRETEROTI: Mr. McNaboe?

MR. McNABOE: Yes.

MRS. PRETEROTI: Mrs. Cohen?

MAYOR COHEN: Yes. There is no old business. We didn't open up for public session last time or we didn't take a vote we opened up for public but we didn't take a vote on Ordinance No. 2017-20, An Ordinance of the Township Committee of the Township of Manalapan, County of Monmouth, State of New Jersey, Amending the Zoning Map of the Township of Manalapan to Remove Lot 12.02 in Block 78, Located on State Highway No. 33 Eastbound, from the Sed-20 Zoning District and to Include that Property in Sed-20W Zoning District. Mr. McLaughlin would you give us a brief description?

MR. McLAUGHLIN: Certainly Mayor this is a parcel of property on the eastbound side of Route 33 which is currently zoned Sed-20. This Ordinance would change it to Sed-20/W the only difference being it permits a warehouse uses. We did have the public hearing at the last meeting we closed the public hearing and I can also report for the record the Planning Board has now reviewed the Ordinance and has found it to be substantially consistent with the master plan. So, it's on this agenda for purposes of a motion and a vote.

MAYOR COHEN: Thank you so much. May I have a motion to accept this Ordinance?

MR. McNaboe: I'll move that.

MAYOR COHEN: Thank you and a second.

MR. KANE: I'll second.

MAYOR COHEN: Roll call please.

**ROLL CALL:**

MRS. PRETEROTI: Mr. Kane?

MR. KANE: Yes.

MRS. PRETEROTI: Mr. McNaboe?

MR. McNaboe: Yes.

MRS. PRETEROTI: Mrs. Cohen?

MAYOR COHEN: Yes. New Business we have a Resolution Approving Bill List Dated December 12, 2017 to December 27, 2017 Totaling \$1,499,932.71. I'll make that motion do I have a second?

MR. McNABOE: Second.

MAYOR COHEN: Thank you roll call please.

**ROLL CALL:**

MRS. PRETEROTI: Mr. Kane?

MR. KANE: Yes.

MRS. PRETEROTI: Mr. McNaboe?

MR. McNABOE: Yes.

MRS. PRETEROTI: Mrs. Cohen?

MAYOR COHEN: Yes. We have minutes from public minutes from October 11, 2017 and November 8, 2017 since we were all there I'm going ask to move it in one motion can I have a motion to approve.

MR. KANE: I'll move it.

MAYOR COHEN: Thank you.

MR. McNABOE: I'll second.

MAYOR COHEN: Thank you roll call please.

**ROLL CALL:**

MRS. PRETEROTI: Mr. Kane?

MR. KANE: Yes.

MRS. PRETEROTI: Mr. McNABOE:

MR. McNABOE: Yes.

MRS. PRETEROTI: Mrs. Cohen?

MAYOR COHEN: Yes. Tara do you have any new business.

MRS. LOVRICH: I just have the one resolution another Rec one and that's for the Saturday Special Rec Program appointments.

MAYOR COHEN: Okay I need a motion to approve?

MR. McNABOE: So moved.

MAYOR COHEN: And a second?

MR. KANE: I'll second.

MAYOR COHEN: Roll call please.

**ROLL CALL:**

MRS. PRETEROTI: Mr. Kane?

MR. KANE: Yes.

MRS. PRETEROTI: Mr. McNaboe?

MR. McNABOE: Yes.

MRS. PRETEROTI: Mrs. Cohen?

MAYOR COHEN: Yes thank you. I need a motion to appoint a Presiding Officer or Chairperson for the 2018 Re-Organization meeting and I'd like that to be me for January 5, 2018 can I have someone make that motion.

MR. McNABOE: I will certainly make that motion.

MAYOR COHEN: Thank you and a second.

MR. KANE: I'll second.

MAYOR COHEN: Thank you roll call please.

**ROLL CALL:**

MRS. PRETEROTI: Mr. Kane?

MR. KANE: Yes.

MRS. PRETEROTI: Mr. McNaboe?

MR. McNABOE: Yes.

MRS. PRTEROTI: Mrs. Cohen?

MAYOR COHEN: Yes thank you. Now we're going to open up for public comment on non-agenda items only. If you step up please state your name and address clearly for the record. Is there anyone in the audience that has any comments on any item? Seeing none I will close. I'd like to wish everyone a happy and healthy 2018 anybody else have any comments if not I'm going to ask for a motion to adjourn.

MR. McNABOE: Nope, see everybody on the 5<sup>th</sup> of January.

MAYOR COHEN: Very good. Okay all in favor.

ALL: Ayes.

MAYOR COHEN: Okay anybody opposed no seeing none we are adjourned for 2017 thank you.

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**Resolutions for December 27, 2017**

- 2017-337 Executive Session
- 2017-338 Authorizing **Transfer of 2016/2017 Duplicate/Overpayments** to 2017/2018 Open Balances
- 2017-339 Authorizing **Refund of Premiums and/or Cost of Sale Paid** at Tax Sale
- 2017-340 Authorizing the **Cancellation/Refund of 2017/2018 Taxes for 100% Disabled Veteran**
- 2017-341 Authorizing **Refund of Duplicate, Erroneous and Tax Overpayments for 2018, 2017 and Prior** Years
- 2017-342 Authorizing **Cancellation of Unexpended Balances for 2017 to be Credited to Surplus**
- 2017-343 Authorizing Execution of **Shared Services Agreement** with Freehold Township for **Information Technology Services**
- 2017-344 Authorizing Agreement with Monmouth County Division of Aging, Disabilities & Veterans Services for **Senior Center Grant**
- 2017-345 Designating **Temporary Snow Drivers** for 2017-2018
- 2017-346 Authorizing the **Appointments of 2018 Bus Drivers** for Manalapan Recreation
- 2017-347 Authorizing the **Appointments of 2018 Gym Security Supervisor** for Manalapan Recreation
- 2017-348 Authorizing the **Appointments of 2018 Recreation Part-Time Staff** for Manalapan Recreation
- 2017-349 Authorizing the **Appointments of 2018 Saturday Night Out** for Manalapan Recreation
- 2017-350 Approving **Bill List** Dated December 12, 2017 to December 27, 2017 Totaling \$1,499,932.71
- 2017-351 Authorizing the **Appointments of 2018 Saturday Special Recreation** for Manalapan Recreation

March 7, 2018

Approved

Regina Preteroti, Municipal Clerk