

**TOWNSHIP OF MANALAPAN**  
**AGENDA**  
**JANUARY 7, 2025**  
**7:00 P.M.**

- Meeting called to order
- Reading of the Sunshine Statement
- **Invocation** by [Rabbi Ken Brodtkin](#), of [Congregation B'nai Israel](#)
- **Salute to the Flag** led by Deputy Chief Leonard Maltese
- **Certificate of Election** read by the Municipal Clerk
- **Oath of Office** – Committeeperson Elect; [Robert Gregowicz](#)  
Administered by [Honorable Roger McLaughlin](#)
- **Roll call** taken by the Municipal Clerk
  
- **Resolution Appointing Township Attorney/Parliamentarian**
- **Resolution Appointing Township Engineer**
  
- **Nomination for 2025 Mayor** - Oath of Office Administered by  
[Honorable Roger McLaughlin](#)
- **Nomination for 2025 Deputy Mayor** - Oath of Office Administered by  
[Honorable Roger McLaughlin](#)
  
- **2025 Township Committee Statements**

**Reorganization Appointment Resolutions**

- 1) **Appointing Liaisons to Various Departments/Committees**
- 2) **Class III Member to Planning Board**
- 3) **Appointing Conflict/Alternate Attorney**
- 4) **Appointing Conflict/Alternate Engineer**
- 5) **Appointing Township Planner**
- 6) **Appointing Conflict/Alternate Planner**
- 7) **Appointing Affordability Controls Administrator**
- 8) **Appointing Township Auditor**
- 9) **Appointing Township Bond Counsel**
- 10) **Appointing Financial Advisory Services**
- 11) **Appointing Township Architect**
- 12) **Appointing Municipal Prosecutor**
- 13) **Appointing Alternate Municipal Prosecutor**
- 14) **Appointing Municipal Public Defender**
- 15) **Appointing Alternate Municipal Public Defender**
- 16) **Appointing Appraiser for Tax Appeals**
- 17) **Appointing Arborist/Certified Tree Expert**
- 18) **Appointing Special Counsel for Affordable Housing**
- 19) **Appointing Special Counsel for Tax Appeals**
- 20) **Appointing Special Counsel for Conflict/Alternate Tax Appeals**
- 21) **Appointing Special Counsel for Labor/Employment.**
- 22) **Appointing Professional Medical Services**
- 23) **Appointing Licensed Site Remediation Professional (LSRP)**
  
- 24) **Mayoral Appointments to Zoning Board of Adjustment**
- 25) **Resolution Confirming Mayoral Appointments to Zoning Board of Adjustment**

- 26) Appointing Members to Board of Health**
- 27) Appointing Members to the Bureau of Fire Prevention**
- 28) Appointing Members to the Cable Television Advisory Committee**
- 29) Appointing Members to the Economic Development Council**
- 30) Appointing Members to the Senior Citizens Advisory Committee**
- 31) Appointing Members to the Traffic, Transportation, and Pedestrian Safety Advisory Committee**
- 32) Appointing Monmouth County Transportation Council Municipal Liaison**
- 33) Appointing Members to the Historical Committee**
- 34) Appointing Members to the Recreation Advisory Board**
- 35) Appointing Representatives to the Monmouth County Agriculture Development Board**
- 36) Appointing Members to the Municipal Agricultural Advisory Committee**
- 37) Appointing Manalapan Township Television Network Production Volunteers**
- 38) Appointing Members to the Diversity Committee**

**Mayoral Appointments**

**Emergency Management Service Council**

**Emergency Management Annex Subcommittee**

**Environmental Commission**

**MAC**

**Delegate to the Monmouth County Senior Citizens Municipal Coordinators Council**

**Planning Board**

**Special Needs Council**

**Teen Leadership Committee**

**Utilities Committee**

**Veterans Affairs Advisory Committee**

**Open Public Portion of Meeting**

**Public Comment Session**

*Please state your name and address clearly for the record*

**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.

- 1)** Setting Interest Rate on Delinquent Taxes and Assessments
- 2)** Authorizing Fee for Duplicate Tax Sale Certificate
- 3)** Authorizing Service Charge on Returned Check for Insufficient Funds
- 4)** Authorizing Fees For The Tax Collection Department
- 5)** Establishing Meeting Schedule for **2025**

- 6) Designating Official Newspapers – **Asbury Park Press, The Star Ledger**
- 7) Title: Cash Management Plan **2025**
- 8) Municipal Officials Authorized to Sign Checks for Disbursement of Funds for Calendar Year **2025**
- 9) Authorizing Posting of Claims in Lieu of Reading
- 10) Authorizing Employee Deductions with First Financial Credit Union for Holiday Club and Savings Program
- 11) Appointing Municipal Recycling Coordinator
- 12) Appointing Municipal Clerk of Elections
- 13) Authorizing Stipend for Matron in Police Department
- 14) Appointing Future Assessment Search Officer
- 15) Appointing Administrator of Deferred Compensation Program
- 16) Appointing Certifying Agent and Supervisor of the Certifying Agent as Required by Chapter 52, P.L. 2011
- 17) Appointing Public Agency Equal Opportunity Officer, Affirmative Action and Compliance Officer
- 18) Appointing Certified Local Clean Communities Coordinator
- 19) Authorizing the Tax Assessor to File Appeals and Execute Stipulations of Settlement on Behalf of the Township of Manalapan
- 20) Authorizing The Extension Of Contract Equipment And Operator Rental For The Township Of Manalapan
- 21) Authorizing the Extension of Contract for Leasing of Park Space for Ice Cream and Italian Ice Vending to Goldy’s Ice Cream
- 22) Awarding A Contract Increase To Accses NJ/CNA Services For Janitorial Services For The Township Of Manalapan Under State Contract T-1480 77110
- 23) Authorizing the Tax Collector to Cancel Minimal Balances and Overpayments for the Calendar Year **2025**
- 24) Authorizing the Municipal Tax Collector to Complete the Application to Participate in the Electronic Tax Sale Process
- 25) Appointing Representative and Alternate Representative to the Community Development Program
- 26) Appointing Public Officer Pursuant to Manalapan Code §78-2
- 27) Appointing Manalapan Township ADA Compliance Officer
- 28) Appointing a Risk Management Consultant
- 29) Appointing Manalapan Township Human Resources Officer (HRO) and Secondary Human Resources Officer (HRO)
- 30) Approving Protocol for Township Committee Meetings and Authorizing Policies for the Township Committee
- 31) Requiring Township Committee Members to Attend Courses or Programs for Elected Officials
- 32) Reappointment of Special Law Enforcement Officer (SLEO)
- 33) Authorizing the Township of Manalapan Police Department (MTPD) to Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable the MTPD to Request and Acquire Excess Department of Defense Equipment
- 34) To Affirm the Manalapan’s Civil Rights Policy with Respect to All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, And Members of the Public that Come into Contact with Municipal Employees, Officials and Volunteers
- 35) Appointing Municipal Housing Liaison in the Township of Manalapan
- 36) Authorizing The Township Administrator To Execute Treatment Works Approval (TWA) Applications
- 37) Resolution For Local Employers To Offer A Modified Incentive Under The State Health Benefits Program
- 38) Authorizing a Shared Service Agreement for Regional Animal Control Services with the Township of Freehold, Township of Millstone, Borough of Hightstown, Borough of Roosevelt and the Borough of Jamesburg
- 39) In Support of 2027 Planning Incentive Grant Application Submission for Farmland Preservation
- 40) **Authorizing Agreement With Town & Country Veterinary Services for Veterinarian Services for 2025**
- 41) Authorizing Agreement With **NorthStar Vets** for Emergency Veterinarian Services for **2025**
- 42) Authorizing Agreement With **St. Francis Animal Clinic** For Veterinarian Services for **2025**
- 43) Authorizing Agreement With **SPCA of Monmouth County** For Animal Impound Services For **2025**
- 44) Authorizing Agreement With **Red Bank Animal Hospital** For Veterinarian Services For **2025**
- 45) Approving **2025** Current Fund Temporary Operating Budget

- 46)** Approving **2025** Water Utility Temporary Operating Budget

**End of Consent Agenda**

**Benediction:** Reverend Cooper of St. James AME Church

**Adjournment of Meeting**