

**TOWNSHIP OF MANALAPAN
ORDINANCE NO. 2025-05**

**AN ORDINANCE OF THE TOWNSHIP OF MANALAPAN, COUNTY OF
MONMOUTH, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING
CHAPTER 21, "INCENTIVES FOR VOLUNTEER EMERGENCY SERVICE
PERSONNEL", OF THE CODE OF THE TOWNSHIP OF MANALAPAN,
PROVIDING FOR AN INCREASE IN THE AMOUNT OF REIMBURSEMENT FOR
MUNICIPAL FEES**

BE IT ORDAINED by the Township Committee of the Township of Manalapan, in the County of Monmouth, and State of New Jersey as follows:

Section One. Chapter 21, "Incentives for Volunteer Emergency Service Personnel", of the Code of the Township of Manalapan, be and the same is hereby amended and supplemented by the deletion of the entirety of current Chapter 21 and the substitution therefor of the following:

"Chapter 21 Incentives for Volunteer Emergency Service Personnel

§ 21-1. Purpose.

The purpose of the incentives for Volunteer Emergency Service Program are to recognize the personal commitment of time, energy and expertise of those who volunteer to provide fire emergency services for Township residents and businesses and to encourage more local residents to volunteer for the Manalapan Fire District Number 1 (Gordon's Corner Fire Company), and/or Fire District Number 2 (Manalapan Fire Company).

§ 21-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

IMMEDIATE FAMILY - A member's spouse; children under 18; children living with a member in good standing for whom the member has custody; parents of the member, living with the member in good standing.

MEMBER IN GOOD STANDING – Any volunteer of Fire District Number 1 (Gordon’s Corner Fire Company) or Fire District Number 2 (Manalapan Fire Company) who is a resident of the Township and for whom the Fire Chief of the applicable Fire District will certify that he/she is an active member in good standing having served at least one full year of duty and having met the response and training requirements of their organization.

VOLUNTEER – Any individual contributing services to Fire District Number 1 (Gordon’s Corner Fire Company) or Fire District Number 2 (Manalapan Fire Company) without remuneration or without a formal agreement or contract of hire. Excluded from participation are any organizations, companies or businesses operated by a volunteer.

§ 21-3. Qualifications for participation.

- A. The incentives contained in this program shall be available to any volunteer of Fire District Number 1 (Gordon’s Corner Fire Company) or Fire District Number 2 (Manalapan Fire Company) who is a member in good standing.
- B. In January of each year the Fire Chief of Fire District Number 1 (Gordon’s Corner Fire Company) and Fire District Number 2 (Manalapan Fire Company) shall provide to the Township Administrator a certified list of those volunteers from his/her organization who have been active members for at least one year and who met the required response and training duties of their organization during the prior year. The President or Chief shall notify the Township Administrator within 30 days when a person certified as a member of good standing in the prior year is no longer affiliated with his/her organization or is no longer considered to a member of good standing or when a new member should be added to the list as a member in good standing due to his/her involvement and/or tenure.

§ 21-4. Benefits.

Any certified member in good standing shall be reimbursed by the Township for up to \$750 per calendar year for those municipal fees paid by the member in good standing for himself or for a member of his immediate family for local services provided by the Township. Where these fees include monies required by the county or the state, only the local or municipal portion of the fee will be reimbursed. These reimbursable fees include recreation and park fees, construction code fees (for member’s principal residence only), Health Department fees, animal control licenses, fees for use of Township facilities and programs, planning and zoning application fees (for member’s principal residence only). Fees excluded from this reimbursement program are Municipal Court fines

and costs, land use escrow fees, taxes and assessments, water and sewer fees, late fees and interest penalties.

§ 21-5. Procedures.

To receive reimbursement, the volunteer in good standing must present to the Township Finance Office a copy of the receipt received by the volunteer for the municipal fees paid. These receipts can be presented cumulatively or as each fee is paid by the volunteer. The Township Finance Director shall verify that the applicant is included on the certified list of members in good standing and that the fee reimbursement is in conformity with this chapter. If the request is approved, the Finance Department shall issue to the applicant a purchase order and voucher for the reimbursement and shall present the properly completed voucher to the Township Committee for approval at the next available Township meeting wherein vouchers are approved for payment.”

Section Two. All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies.

Section Three. If any section, subsection, paragraph, sentence, or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

Section Four. This Ordinance shall take effect upon its passage and publication according to law.

NOTICE OF PUBLIC HEARING

The Ordinance published herewith was introduced and approved at a meeting of the Township Committee of the Township of Manalapan held on [February 12, 2025](#) and will be further considered for final passage after a Public Hearing thereon before the Township Committee of the Township of Manalapan during a meeting to be held on [February 26, 2025](#) at the Municipal Complex, 120 Route 522 and Taylors Mill Road,

Manalapan, New Jersey at 7:30 p.m. or as soon thereafter as the matter may be reached, or at any meeting to which that meeting may be adjourned, at which time any and all persons who may be interested therein will be given an opportunity to be heard.

The proposed Ordinance in its entirety is on file in the Municipal Clerk's Office and copies may be obtained without charge between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. A complete copy may also be obtained from the Manalapan Township web-site www.mtnj.org by clicking on the Ordinance title listed on the Agenda posted for the Township Committee meeting of [February 26, 2025](#).

SHARI ROSE, RMC
Municipal Clerk