



**Shrewsbury Township
1979 Crawford Street
Shrewsbury Township, New Jersey 07724**

**Pamela D. Howard, RMC
Municipal Clerk**

**Phone (732) 542-0572
Fax (732) 935-1348**

Shrewsbury Township Committee

JANUARY 18, 2022

REGULAR MEETING - 6:00 PM

MINUTES

CALL MEETING TO ORDER

In accordance with the requirements of Section 4(a) of C.231, P.L. 1975, the required Notice of this meeting was published in the Two River Times on January 13, 2022, in addition to posting on the bulletin board in the Municipal Building and filing a copy of said notice with the Municipal Clerk.

ROLL CALL – Present were Glenwood Puhak, Lynda Lettice and Mayor Lester Jennings

SALUTE TO THE FLAG

APPROVAL OF MINUTES

Regular Meeting Minutes –December 21, 2021, January 1, 2022

Moved by Mrs. Lettice, seconded by Mayor Jennings
Mr. Puhak, Mrs. Lettice and Mayor Jennings

OATH OF OFFICE – KATRINA THORNTON, ACTING MUNICIPAL CLERK

The Mayor administered the Oath of Office to Katrina Thornton who was appointed to the position of Deputy Municipal Clerk effective January 1, 2022 and Acting Municipal Clerk effective February 1, 2022. Sworn in by Mayor Jennings assisted by her mother Ruby Thornton.

CORRESPONDENCE: The following correspondence was received and read. Mr. Anthony stated that a resolution was not needed on the proposals only a consensus from the Committee which was received.

The Township received a donation for the Recreation Department in the amount of \$20 from Billy Parker of 105 Crawford Street. Ms. Thornton explained that Mr. Parker gave her \$20 as a Christmas gift and she donated it to the Recreation Department because she knew that she could not personally accept it.

A Proposal has been received from JCP&L for the repair of lights at 6 Barker Avenue.

A Proposal has been received from Hi-Volt for Crossarm Replacements.

REPORTS

Finance - None

Municipal Attorney – Mr. Anthony stated a number of shared service agreements have been approved and sent out. Municipal Court Judge has to be approved by the Assignment Judge. They are waiting for Judge Thornton to give final approval of Judge.

Housing Inspector/Code Enforcement – None

Recreation – None Safety & Neighborhood Watch – None

Safety & Neighborhood Watch - None

Public Works - Mr. Wall read the report in its entirety.

PUBLIC WORKS REPORT

January 1, 2022

On a daily basis the municipal building was cleaned and garbage discarded.

Picked up Christmas trees. Put away Christmas from main building. Salted icy areas. Repaired broken brake line on backhoe. Serviced backhoe. Serviced all trucks and equipment. Fixed potholes. Lester and Keonte cleared snow and salted roads. Fixed salter. Picked up brush in the park, took to the dump with all the Christmas trees.

Submitted by Kenneth Wall, Public Works Department

ORDINANCE(S) – NONE

RESOLUTIONS-

Township of Shrewsbury

Resolution #2022-33

RESOLUTION AUTHORIZING CARRYOVER AND PAYOUT REQUEST FOR VACATION DAYS ACCRUED BY KATRINA THORNTON, ACTING MUNICIPAL CLERK, MUNICIPAL EMPLOYEE OF THE TOWNSHIP OF SHREWSBURY

WHEREAS, Katrina Thornton, Acting Municipal Clerk and Municipal Employee of the Township of Shrewsbury, has made a written request to be paid for ten (10) days of her unused vacation time and five (5) additional days to be carried over to 2022; and

WHEREAS, carryover of unused days are subject to the Personnel Policy Handbook, namely, Section 5.7, entitled, "Sick Leave" which does not mention any policy concerning carryover time, other than forfeiture of sick leave time unused as the time of retirement or separation; Section 5.10, entitled, "Vacation Leave" which generally does not allow carryover of vacation leave, except under "certain circumstances" where the Township Committee may extend the period of which vacation time may be utilized by up to ninety (90) days from the date it was to expire; and,

NOW, THEREFORE BE IT RESOLVED, that pursuant to the aforesaid Personnel Policy Handbook and the aforesaid sections, the governing body of the Township of Shrewsbury authorizes Katrina

Thornton to be paid ten (10) days of her unused vacation time at her 2021 salary and to carry over five (5) additional days if utilized within the first ninety (90) days of 2022, pursuant to Section 5.10 of the Personnel Policy Handbook; and,

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to Katrina within seven days of the date of this Resolution.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Puhak			X			
Lettice	X		X			
Jennings		X	X			

Township of Shrewsbury

Resolution #2022-34

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of \$138,897.33

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Puhak	X		X			
Lettice			X			
Jennings		X	X			

NEW BUSINESS –

Mr. Puhak stated Ms. Howard was leaving and she did an outstanding job and she’s a great person.

Mr. Anthony stated he knew Ms. Howard and felt she was a great person.

Mrs. Lettice stated it was nice working with Ms. Howard.

Mayor Jennings wished Ms. Howard well.

OLD BUSINESS –

PUBLIC PORTION – PLEASE STATE YOUR NAME AND ADDRESS FOR THE MINUTES

Mayor Jennings offered a motion to open the meeting to the Public, moved and seconded by Mrs.

Lettice.

Robin Kane, 84 Belshaw stated Ms. Howard would be surely missed but had faith that Ms. Thornton would do a fine job. She questioned the approximate date for agreement for the park equipment coming in.

Mr. Wall stated it would take six to ten weeks.

Mrs. Lettice offered a motion to close the public portion of the meeting, moved and seconded by Mr. Puhak; all were in favor.

DATE OF NEXT MEETING – Regular Meeting February 15, 2022 at 6:00 P.M.

EXECUTIVE SESSION – NONE

– Do I hear a motion to adjourn the meeting? Moved by Mrs. Lettice seconded by Mr. Puhak. Mr. Puhak, Mrs. Lettice and Mayor Jennings.

February 15, 2022

Respectfully Submitted,

Pamela Howard, RMC, CMR
Municipal Clerk