



REGULAR MEETING MINUTES

**Shrewsbury Township
1979 Crawford Street
Shrewsbury Township, NJ 07724**

**Pamela Howard, RMC
Municipal Clerk**

**Phone (732) 542-0572
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Shrewsbury Township Committee

January 14, 2020

REGULAR MEETING – 7:00 PM

MINUTES

CALL MEETING TO ORDER by Mayor Edward Nolan at 7:00 P.M.

In accordance with the requirements of Section 4(a) of C.231, P.L. 1975, the required Annual Notice of this meeting was published in the Two River Times on January 9, 2020, 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:

GOVERNING BODY MEMBERS PRESENT: Mayor Edward Nolan, Deputy Mayor Puhak, Committeeman Jennings;

TOWNSHIP OFFICIALS PRESENT: Township Attorney Gene Anthony and Municipal Clerk Pamela D. Howard.

MEMBERS OF THE PUBLIC WERE IN ATTENDANCE

SALUTE TO THE FLAG

APPROVAL OF MINUTES:

Regular Meeting Minutes – Regular Meeting Minutes – 12/23/2019
Reorganization Meeting Minutes – 1/1/2020

Moved by Mayor Nolan, seconded by Mr. Puhak.

Ayes – Mr. Puhak, Mr. Jennings, Mayor Nolan.

CORRESPONDENCE - None

REPORTS:

FINANCE: Mr. Anthony a resolution was on the agenda to give the Clerk a stipend to maintain the website and a Resolution was also on the meeting appointing the Tax Collector.

HOUSING INSPECTOR/CODE ENFORCEMENT: NONE

RECREATION:

Richard Brunson, Recreation Director, presented the Committee with a calendar of events. He stated the department has the new back boards and they've been handy. He discussed the amount of revenue that has come in and what he hopes will come in by next month. He stated he's received a lot of phone calls to do a lot for the kids. He stated he's trying to provide something beneficial for the kids. He stated he would like to have a basketball camp. He stated he has a friend that would like to be a sponsor. He also expressed a need to change the ordinance pertaining to the use of the gym.

Mr. Anthony stated he would need all of the information to satisfy the program he was proposing.

MUNICIPAL ATTORNEY: Mr. Anthony stated he received approval from Eatontown for Fire Protection and Shrewsbury Boro will cover the Township until the end of the month. He stated he spoke with the gentleman from MONOC. He stated their problem was that they did not do Normal First Aid calls only intensive care calls. The State Police realized that if they are in the area and there's a true emergency they will come. He stated they want the township to contact someone such as ALERT.

PUBLIC WORKS: Submitted by Mr. Metz, read over by Mr. Puhak.

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Public Works Report

Recycled 5 yards of Christmas Trees

Recycled 17 yards of leaves

Metal dumpster scheduled for pick up and drop off

New signs were order from county for card board and paper drop of at the DPW Garage

Playground inspection complete report has been given to the committee 1/14/2019

The electric is back on the garage

Ill be attending the county recycling meeting for Shrewsbury Township this year this will help me keep my license current and keep us in the loop with information with recycling

The water system on Belshaw and Barker was flush by Eatontown Fire dept this should be done twice a year for maintenance

I checked all water values and marked them all good working condition I'm still waiting on 2 price quotes to replace the fire hydrant that is bagged on Barker the county Fire is still aware of it still being broken

Building has been cleaned every day

We are still having issues with the recycling areas in the township with dog waste being thrown into the plastic bags pins. I'll be working on a way to end this issue I will report back next meeting with some solutions

The pick up spreader and plow are in working order. The spreader for the mason dump is in working order I have to work on the plow for the mason dump this week all snow equipment will be ready Friday in cases we get winter weather this weekend.

Animal control has been enforcing the pet waste problem in the park and other parts of the township this has become a serious issue especially in the park and town hall. Animal control issued 1 summons so far, all fine money comes back to the township

C.Brandon Metz

Public Works

SAFETY AND NEIGHBORHOOD WATCH: NONE

ORDINANCES: NONE

RESOLUTIONS:

REGULAR MEETING MINUTES

Township of Shrewsbury

Resolution #2020-27

AMEND 2020 TEMPORARY BUDGET

WHEREAS, on January 1, 2020 the Township Committee adopted a Temporary Budget for the year 2020: and,

WHEREAS, there is a need to amend said Temporary Budget to add appropriations in the Garbage and Trash & Other Expenses and Neptune Township Clerk’s Services; and,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the 2020 Temporary Budget, adopted January 1, 2020 be and is hereby amended to add the follow appropriations:

| | |
|------------------------------------|------------|
| Garbage and Trash & Other Expenses | \$ 750.00 |
| Neptune Township Clerk’s Services | \$6,750.00 |

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Chief Financial Officer.

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | X | | X | | | |
| Puhak | | X | X | | | |
| Nolan | | | X | | | |

Township of Shrewsbury

Resolution #2020-28

AUTHORIZE APPROPRIATION RESERVE TRANSFER OF FUNDS NO. 1

WHEREAS, N.J.S.A. 40A: 4-59 provides for appropriation reserve transfers during the first (3) months of any fiscal year, when it has been determined that it is necessary to expend for any of the purposes specified in the budget an amount in excess of the sum appropriated therefore, and where it has been further determined that there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill the purpose of such appropriation.

NOW, THEREFORE, BE IT RESOLVED, by the Township committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, no less than two thirds of the full majority concurring, that the Treasurer be and is hereby authorized to make transfers among the 2019 budget appropriations in accordance with the attached schedule.

| | <u>TO</u> | <u>FROM</u> |
|-----------------------|--------------------|-------------|
| Engineering -OE | | \$ 1,600.00 |
| Total | | \$ 1,600.00 |
| Mayor and Council -SW | \$ 50.00 | |
| Finance Officer-SW | \$ 150.00 | |
| Assessor-SW | \$ 600.00 | |
| Code Enforcement-SW | \$ 200.00 | |
| Housing Inspector-SW | \$ 600.00 | |
| Total | \$ 1,600.00 | |

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Chief Financial Officer.

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | X | | X | | | |
| Puhak | | X | X | | | |
| Nolan | | | X | | | |

Township of Shrewsbury

Resolution #2020-29

AUTHORIZE MAYOR’S APPOINTMENTS FOR 2020

WHEREAS, the Mayor is authorized to appoint certain individuals to monitor Township Departments; and **NOW THEREFORE BE IT RESOLVED**, that Mayor Nolan of the Township of Shrewsbury hereby makes the following appointments:

Finance- Mayor Edward Nolan
 Utilities- Mayor Edward Nolan

Legal- Mayor Edward Nolan

Public Works- Mayor Edward Nolan

Township Building- Mayor Edward Nolan

Garbage Disposal-Mayor Edward Nolan

Insurance- Deputy Mayor Glenwood Puhak

Office- Deputy Mayor Glenwood Puhak

Engineering- Mayor Edward Nolan

Recycling- Committeeman Lester Jennings

Recreation- Committeeman Lester Jennings

Personnel- Mayor Edward Nolan

Code Enforcement- Committeeman Lester Jennings

Safety and Neighborhood Watch- Committee Lester Jennings

Housing Inspection- Committeeman Lester Jennings

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | | X | X | | | |
| Puhak | | | X | | | |
| Nolan | X | | X | | | |

Township of Shrewsbury

Resolution #2020-30

APPOINT COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVE AND ALTERNATE FOR 2020

WHEREAS, on January 1, 2020 the Township Committee appointed Glenwood Puhak as the Community Development Block Grant Representative and no one as the Alternate; and,

WHEREAS, Mr. Puhak is unable to serve as Community Development Block Grant Representative;

WHEREAS, the Township Committee wishes to appoint Edward Nolan as the Community Development Block Grant Representative and William White of Maser Consulting as the Alternate between the Community Development Block Grant Program and the Township of Shrewsbury for the year 2020.

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| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | | X | X | | | |
| Puhak | X | | X | | | |
| Nolan | | | X | | | |

TOWNSHIP OF SHREWSBURY

Resolution #2020-31

APPOINT TAX COLLECTOR FOR THE TOWNSHIP OF SHREWSBURY

WHEREAS, the Shrewsbury Township Tax Collector, Kelly Montecinos resigned from her position in late December, 2019; and

WHEREAS, the Township Committee advertised for the filling of the aforesaid position and the Personnel Committee consisting of Mayor Edward Nolan, Chief Financial Officer, Thomas Seaman and Attorney, Gene J. Anthony interviewed candidates that submitted their applications for the position on January 11, 2020 including candidates: Ashlesha Deshpande, Leigh Schenck and Theresa Davis; and

WHEREAS, the duties of Tax Collector must be performed by some individual on a daily and weekly basis; and by a person who is properly licensed under State Statute; and

WHEREAS, the Chief Financial Officer has certified that there is sufficient funds available to pay the Tax Collector in performing her duties to the extent of Three Thousand Six Hundred and Fifty Dollars (\$3,650) per year, with an increase to Four Thousand Dollars upon municipal amendment to the salary ordinance. A true copy of said certification is available in the Clerk's Office.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey, has accepted the recommendation of the Personnel Committee and hereby authorizes the appointment of Theresa Davis as the official Tax Collector for a term of four (4) years commencing January 14, 2020 at a salary of \$3,650 per year, with an increase to Four Thousand Dollars upon municipal amendment to the salary ordinance, to be paid on a monthly basis.

BE IT FURTHER RESOLVED, that a true copy of this Resolution be sent to the Division of Local Government Services, Department of Community Affairs, and State of New Jersey.

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | | | X | | | |
| Puhak | | X | X | | | |
| Nolan | X | | X | | | |

Township of Shrewsbury

Resolution #2020-32

APPOINT TAX SEARCH OFFICIAL FOR 2020

WHEREAS, every municipality shall from time to time by resolution designate a bonded official of the municipality to make examination of its records as to unpaid municipal liens and to certify the result thereof; and,

WHEREAS, on January 1, 2020 the Township Committee of the Township of Shrewsbury, County of Monmouth held Resolution #2020-22 which would have appointed Kelly Montecinos; and,

WHEREAS, Kelly Montecinos resigned from said position;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth that Theresa Davis is hereby designated as the Tax Search Official.

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | | X | X | | | |
| Puhak | | | X | | | |
| Nolan | X | | X | | | |

Township of Shrewsbury

Resolution # 2020-33

AUTHORIZE THE TOWNSHIP CLERK, PAMELA HOWARD TO DEVELOP AND MAINTAIN THE TOWNSHIP WEBSITE

WHEREAS, Shrewsbury Township has a website which needs to be continuously set up, designed and maintained, and is vital to provide continuing information and access by computer and other telecommunications equipment for the citizens of Shrewsbury Township and other citizens inquiring about events in Shrewsbury Township.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that the Mayor and Township Committee hereby authorizes the Township Clerk, Pamela Howard to continue to design and maintain the website for Shrewsbury Township on an annual basis beginning on January 14, 2020, and ending on December 31, 2020.

BE IT FURTHER RESOLVED that Shrewsbury Township shall pay Pamela Howard a stipend of \$1000.00, per year for aforesaid services subject to amendment of the salary ordinance; and,

BE IT FURTHER RESOLVED that the Chief Financial Officer hereby certifies the availability of funds in the amount of \$1000.00, per certification available in the Clerk's Office of Shrewsbury Township.

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | | X | X | | | |
| Puhak | | | X | | | |
| Nolan | X | | X | | | |

Township of Shrewsbury

Resolution #2020-34

APPOINT SEWER OPERATOR FOR THE TOWNSHIP OF SHREWSBURY

BE IT RESOLVED that Tom Heritis is designated Sewer Operator of Shrewsbury Township for the year 2020.

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | | X | X | | | |
| Puhak | | | X | | | |
| Nolan | X | | X | | | |

Township of Shrewsbury

Resolution #2020-35

APPOINT ELECTION OFFICIALS FOR 2020

WHEREAS, the Municipal Clerk's position in the Township of Shrewsbury is part time, and

WHEREAS, the Municipal Clerk is the Chief Election Official of the Municipality, but is required to work in her full time municipality on election days, and

WHEREAS, there is a need for the supervision of the 2020 Primary and General Elections in the Township of Shrewsbury, and

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WHEREAS, in consultation with the Monmouth County Clerk and Monmouth County Board of Elections, it has been determined that Shrewsbury Township may report to another municipality, for the purposes of returning official election materials and reading of the election machine cartridges,

NOW, THEREFORE, BE IT RESOLVED that Julie Martin, Municipal Clerk of Eatontown, and Corinne DiCorica, Deputy Municipal Clerk be appointed as Election Officials of the Township of Shrewsbury for the Primary Election of June 2, 2020 and the General Election of November 3, 2020 at a rate of \$400 per day each for each election, and

BE IT FURTHER RESOLVED, that Julie Martin and Corinne DiCorica are authorized to exercise all the authority and responsibility of the Municipal Clerk/Election Official of Shrewsbury Township on Primary Election Day, June 2, 2020 and General Election Day, November 3, 2020. Each person will be available throughout the election hours, and each will visit the polling place twice during the election hours, including prior to opening the polls. All election materials will be picked up and returned to Eatontown Borough Hall by a member of the Shrewsbury Township polling board, and returns will be transmitted electronically by Eatontown Borough to the Monmouth County Board of Elections.

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | X | | X | | | |
| Puhak | | X | X | | | |
| Nolan | | | X | | | |

Township of Shrewsbury

Resolution #2020-36

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of \$ 77,776.06.

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | | | X | | | |
| Puhak | | X | X | | | |
| Nolan | X | | X | | | |

TOWNSHIP OF SHREWSUBRY

RESOLUTION #2020-37

AUTHORIZE CLOSED SESSION UNDER THE OPEN PUBLIC MEETINGS ACT

WHEREAS, the Open Public Meetings Act permits the Township Committee of the Township of Shrewsbury to exclude the public when certain matters are to be discussed.

NOW, THEREFORE BE IT RESOLVED, that in accordance with the provisions of the Open Public Meetings Act, the Mayor and Township Committee of the Township of Shrewsbury shall have a closed session for purposes of discussing employee annual benefits.

BE IT FURTHER RESOLVED, that matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer, shall be discussed.

1. More particularly, such matters shall be discussed concerning personnel matters – Unused annual benefits.

BE IT FURTHER RESOLVED, that the public shall be informed of the results of the closed session at the continuation of the present public meeting, or at the next public meeting of the Mayor and Township Committee, or as soon thereafter as possible.

| Name | Motion | Second | Ayes | Nays | Abstain | Absent |
|----------|--------|--------|------|------|---------|--------|
| Jennings | | X | X | | | |
| Puhak | | | X | | | |
| Nolan | X | | X | | | |

PUBLIC PORTION:

**– Do I hear a motion to open the meeting to the public? Moved by Mayor Nolan seconded by Mr. Jennings
Ayes – Mr. Jennings, Mr. Puhak, and Mayor Nolan.**

Bill Spengeman, 143 Belshaw questioned whether there’s been any further correspondence regarding the unsightly dumpster.

Mayor Nolan stated Linda reported that it would be taken care of in a couple of weeks.

Mr. Spengeman questioned whether there were any updates on towing.

Mayor Nolan stated he hasn’t seen the Code Enforcement Officer in a while.

Mr. Anthony stated he would get back to him.

**– Do I hear a motion to close the meeting to the public? Moved by Mr. Nolan, seconded by Mr. Mr. Jennings.
Ayes – Mr. Jennings, Mr. Puhak, and Mayor Nolan.**

DATE OF NEXT MEETING: Regular Meeting January 28, 2020 at 7:00 PM.

ADJOURNMENT

**– Do I hear a motion to adjourn the meeting? Moved by Mr. Nolan, seconded by Mr. Jennings.
Ayes – Mr. Jennings, Mr. Puhak, Mayor Nolan.**

January 30, 2020
Respectfully submitted,

Pamela Howard, RMC, CMR
Municipal Clerk