



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

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

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

**November 9, 2021**

**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 require Notice of this meeting was published in the Asbury Park Press on September 2, 2021, 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:** Committeewoman Lynda Lettice, Deputy Mayor Lester Jennings and Mayor Glenwood Puhak.

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

**SALUTE TO THE FLAG**

**APPROVAL OF MINUTES**

Regular Meeting Minutes –October 19, 2021

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

**CORRESPONDENCE – Mayor Puhak read correspondence regarding a complaint of parking near the condo's.**

Moved by Mayor Puhak to approve the report, seconded by Mrs. Lettice  
Mrs. Lettice, Mr. Jennings and Mayor Puhak

**REPORTS -**

**FINANCE –** Mr. Anthony informed the Committee that the Best Practices has been filed. Its done every year and the Township gets enough credits to qualify for State and we are satisfying all requirements.

**HOUSING INSPECTOR/CODE ENFORCEMENT:** NONE

**RECREATION:** Ms. Thornton stated the Recreation Department hosted Fire Prevention Day with Tommy Welsh and the Halloween event was held for the children.

**UTILITIES:** NONE

**MUNICIPAL ATTORNEY:** Mr. Anthony stated he was in the process of renewing all shared service agreements with other towns.

**PUBLIC WORKS:** Deputy Mayor Jennings read Mr. Walls report in its entirety.

**PUBLIC WORKS REPORT**

November 1, 2021

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

Cut grass, started cleaning up leaves. Cleaned in shop. Built chute for cardboard bin. Removed old cardboard bin and closed fence. Dumped scrape metal. Fixed Curb guards for snowplow.

Submitted by Kenneth Wall, Public Works Department

SAFETY AND NEIGHBORHOOD WATCH: NONE

**ORDINANCE(S) - FINAL READING**

**TOWNSHIP OF SHREWSBURY  
COUNTY OF MONMOUTH  
ORDINANCE #2021-07**

**ORDINANCE ADOPTING MITIGATION PLAN ADOPTED BY THE MONMOUTH COUNTY OFFICE OF EMERGENCY MANAGEMENT WITH MICHAEL BAKER INTERNATIONAL, INC.**

**Ms. Lettice offered a motion to open the hearing, moved and seconded by Mayor Puhak, all were in favor and there were no comments.**

**Ms. Lettice offered a motion to close the hearing, moved and seconded by Mayor Puhak, all were in favor.**

**Ms. Lettice offered a motion to adopt the ordinance, moved and seconded by Mr. Jennings, all were in favor.**

**RESOLUTIONS –**

**Township of Shrewsbury**

**Resolution #2021-101**

**APPROVE HANDICAP APPLICATION FOR ROBERT BROSSA**

**WHEREAS**, Robert Brossa who resides at 77 Barker Avenue has submitted an application requesting a handicap parking space; and,

**WHEREAS**, the Municipal Clerk has reviewed the application and found the applicant has provided the required documentation and is in compliance with Ordinance #2019-6; and,

**WHEREAS**, the Municipal Clerk recommends the Township Committee approve the applicants request for a Handicap Parking Spot at 77 Barker Avenue; and,

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury, the County of Monmouth, State of New Jersey, approves a handicap parking space for Robert Brossa at 77 Barker Avenue and said permit shall be renewed on an annual basis.

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
<b>Lettice</b>	<b>X</b>		<b>X</b>			
<b>Jennings</b>		<b>X</b>	<b>X</b>			
<b>Puhak</b>			<b>X</b>			

**Township of Shrewsbury  
Resolution #2021-102**

**CONFIRM THE RECEIPT OF THE ANNUAL REPORT OF AUDIT  
FOR THE TOWNSHIP OF SHREWSBURY FOR THE YEAR 2020**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Township Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

**WHEREAS**, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments  
Schedule of Findings and Responses  
Auditor's Opinions

and,

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the annual audit entitled:

General Comments  
Schedule of Findings and Responses  
Auditor's Opinions

as evidenced by the group affidavit form of the governing body; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52-27BB-52 - "A local officer or member of a local governing body, who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provision of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE, BE IT RESOLVED** on this 9th day of November 2021, that the Township Committee of the Township of Shrewsbury hereby states that it has complied with the regulation of the Local Finance Board of the State of New Jersey dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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

Township of Shrewsbury

Resolution #2021-103

**RESOLUTION AWARDING CONTRACT TO WRM, WATER RESOURCE MANAGEMENT  
AS LICENSED WATER OPERATOR**

**WHEREAS**, the Municipal Clerk submitted a Request for Proposal from qualified licensed water operators; and

**WHEREAS**, the Municipal Clerk accepted Requests for Proposals on November 9, 2021 and has made a recommendation to accept the proposal submitted by WRM, Water Resource Management; and,

**WHEREAS**, funds for this purpose will be provided in the municipal budget under buildings and grounds and the Chief Financial Officer has so certified in writing; and,

**THEREFORE BE IT RESOLVED**, that the Township Committee of Shrewsbury Township, County of Monmouth and State of New Jersey, hereby authorizes a contract with WRM, Water Resource Management to provide licensed water operator services from November 10, 2021 through November 10, 2022 at a total amount not to exceed \$10,310.

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

**Township of Shrewsbury**

**Resolution #2021-104**

**Authorize Transfer of 2021 Appropriations**

**WHEREAS**, Title 40A:4-58 provides that should it become necessary during the last two months of the fiscal year to expend for any of the purposes specified in the budget an amount in excess of any respective sums appropriated therefore and there shall be an excess in any appropriation over and above the amount deemed to be necessary to fulfill the purpose of such appropriation, the Governing Body may by resolution setting forth the facts adopted by not less than 2/3 vote of the full membership thereof, transfer the amount of such excess of those appropriations deemed to be insufficient; and

**WHEREAS**, the Governing Body further finds and declares that the Chief Municipal Finance Officer has determined that the following transfers are both necessary and appropriate; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Shrewsbury, County of Monmouth that the Chief Municipal Finance Officer is hereby authorized to make the following transfers in the CY 2021 Budget.

**CURRENT FUND**

<u>Account</u>	<u>From</u>	<u>To</u>	
1-01-26-290-020 Streets and Roads OE	\$ 6,000		
1-01-26-300-020 Recycling-OE	\$ 3,500		
		1-01-20-100-010 Admin -SW	\$5,000.00
		1-01-20-1120-020 Clerk-OE	\$2,000.00
		1-01-28-370-020 Rec-OE	\$2,500.00
<u>Total</u>	\$ 9,500.00		\$ <u>9,500.00</u>

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

**TOWNSHIP OF SHREWSBURY**

**RESOLUTION #2021-105**

**AUTHORIZE PURCHASE OF LEAF VACUUM EQUIPMENT**

**WHEREAS**, the Township of Shrewsbury, in its Public Works Department is in need of a new leaf vacuum and associated equipment; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-3, Shrewsbury Township, may without advertising for bids, purchase any goods or services under any contract or contracts which are below the Public Bidding Threshold, and after seeking three quotes, for which the best quote for the subject leaf vacuum is a price of \$7,679.20 satisfies the same, without the need for public bidding; and

**WHEREAS**, the Chief Financial Officer certifies the availability of funds not to exceed \$7,679.20 from Line Items entitled, "Recycling Grant G-01-41-712-201," "Clean Communities G-01-41-727-201" and from "Streets-OE" and split between the aforesaid accounts. Said Certification of the Chief Financial Officer is available at the Clerk's Office for examination; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Shrewsbury, that the governing body hereby authorizes the purchase of one "Little Wonder Truck Loader with/trailer, Model 8295-04-01, with a MSRP \$9,599.00 from John Guire Company, located at 187 Brighton Avenue, Long Branch, New Jersey 07740 for a sale price of \$7,679.20, which shall serve as the Township's new leaf vacuum; the cost of which being shared among the accounts listed above.

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

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of 104,073.68.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
LETTICE			X			
JENNINGS		X	X			
PUHAK	X		X			

**NEW BUSINESS – NONE**

**OLD BUSINESS – NONE**

**PUBLIC PORTION:**

Donna Johnson 6 Barker Avenue complaint that the street lights that were replaced were shining into her home.

Mr. Anthony stated the Township took it out but JCP&L controls it and feels it's a safety issue. They put it out without consulting the Township. He stated they were working with Ken Wall on it.

Mr. Wall explained what they were trying to do in Eatontown and that it would have been perfect for here but they are not willing to do it.

Ms. Johnson complained that the light was so high and bright that her house was lit up and that is not acceptable. She questioned who she could work with.

Mr. Wall stated he had a reference number for JCP &L.

Mr. Anthony requested Mr. Wall give Ms. Johnson all of the information.

Ms. Thornton stated that based on the complaints the crosswalk was too dark so Mr. Wall called for them to fix the light and they said LED was most efficient and it was not a repair. They told us that they did not have the type of light needed and they did not show up and they were still waiting.

Ms. Johnson stated if people get hit it is because people don't stop. She stated they needed a light that was more appropriate and shines down on the street.

Ms. Thornton stated there was no time line and that Hi-Volt was working and can't get materials but we are working on it.

Ms. Johnson stated she knew they were working on it but she just needed a timeline.

Mr. Wall stated he would give her the reference number.

Robin Kane 84 Belshaw questioned what was the Township going to do about the parking complaint.

Mr. Anthony stated he was going to have Mr. Welsh look into it.

Ms. Johnson stated the sign on the fence of the store is bleached out.

Ms. Kane thanked the Mayor for calling Hi-Volt regarding the outage.

Marcia Meer Eagon stated she's complained about the trailer for two years now and she almost had a head on collision.

Mayor Puhak stated he understood and would fix it.

Ms. Thornton stated because it did not have commercial plates he could not enforce it.

**DATE OF NEXT MEETING – Regular Township Committee Meeting – December 21 , 2021 at 6pm**

**ADJOURNMENT**

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

December 21, 2021

Respectfully Submitted,

Pamela Howard, RMC,CMR  
Municipal Clerk