

**REGULAR MEETING MINUTES**



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

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

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

**Shrewsbury Township Committee  
NOVEMBER 12, 2019  
REGULAR MEETING – 7PM  
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 Asbury Park Press on January 8, 2019, in addition to posting on the bulletin board in the Municipal Building on January 8, 2019 by the Municipal Clerk.

**ROLL CALL:**

**GOVERNING BODY MEMBERS PRESENT:** Committeeman Jennings, Deputy Mayor Puhak, and Mayor Nolan.

**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 – October 22, 2019

**Moved by Mayor Nolan, seconded by Mr. Jennings.  
Ayes – Mr. Jennings, Mr. Puhak and Mayor Nolan.**

**CORRESPONDENCE - NONE**

**REPORTS:**

**FINANCE:** Tom Seaman, CFO stated he attended a FAST meeting and they are trying to get the budget electronically for next year. He stated the program would be nice and the audit would be in there as well.

**RECREATION REPORT:** Katrina Thornton, 2 Crawford Street, stated the Recreation Department held their annual Halloween Party it was a success despite electioneering taking place. She requested an amendment to the ordinance regarding rentals for the facilities pertaining to athletics and not parties.

Mr. Anthony stated he would have to look at the ordinance and get back to her and the Committee.

**MUNICIPAL ATTORNEY REPORT:** Mr. Anthony stated he sent the annual shared service agreements for Shrewsbury Boro and they haven't gotten back to him. He stated he found out there was a delay in them receiving it from the post office. He stated he was also having a

**REGULAR MEETING MINUTES**

problem with the first aid squad in Tinton Falls. He sent two letters and there hasn't been a response and they have not returned calls. He stated Eatontown has said no because they barely have any coverage. He stated they would also try private companies.

**HOUSING INSPECTOR/CODE ENFORCEMENT:** Mr. Anthony stated Mr. Welsh was present at the last meeting and he has been working with him on the ordinances and problem areas throughout the Township. He stated they may have to revise the towing ordinance.

**PUBLIC WORKS: NONE**

**SAFETY & NEIGHBORHOOD WATCH: NONE**

**DISCUSSION – BEST PRACTICES**

Tom Seaman, CFO stated the State requires him to discuss Best Practices and it is on the FAST portal. He completed it and had to score at least 30 points and the Township scored 44 points. He discussed the questions that were asked of him and stated overall they were fine and compliant.

**ORDINANCE(S) - NONE**

**RESOLUTIONS**

**TOWNSHIP OF SHREWSBURY**

**RESOLUTION #2019-101**

**BEST PRACTICES INVENTORY ACKNOWLEDGEMENT**

WHEREAS, the State's CY 2019 / SFY 2020 Best Practices Inventory Questionnaire is required to receive the Municipality's final 5% of State funding; and

WHEREAS, the Chief Financial Officer has completed the Best Practices Checklist and has provided the Mayor and Committee with a copy of said document; and

WHEREAS, the Municipal Governing Body must discuss all of the results of the Best Practices Inventory, by law, at a public meeting of the Township Committee, with the inventory results and certification of the same by the Chief Financial Officer and Municipal Clerk referenced in the official minutes of the Township; and,

WHEREAS, this discussion will take place prior to the vote on this resolution; and,

NOW, THEREFORE, BE IT RESOLVED, by the Township committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that the checklist was reviewed and accepted, and

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that the Municipal Clerk is hereby directed to include such discussion in the minutes of this meeting and append the 2019 Best Practices Inventory to the minutes of the November 12, 2019 meeting; and,

BE IT FURTHER RESOLVED, that the Municipal Clerk and Chief Financial Officer will certify to the Division of Local Government Services that the Best Practice Checklist for the Township of Shrewsbury was approved by the governing body at the council meeting of November 12, 2019.

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

**REGULAR MEETING MINUTES**

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Regular Meeting held on November 12, 2019.

\_\_\_\_\_  
Pamela Howard, RMC, CMR  
Municipal Clerk

\_\_\_\_\_  
Edward P. Nolan  
Mayor

**TOWNSHIP OF SHREWSBURY**

**RESOLUTION #2019-102**

**ESTABLISH PER DIEM AND TRAVEL REIMBURSEMENT RATES FOR MEALS AND MILEAGE FOR OFFICIAL BUSINESS**

WHEREAS, elected public officials and employees shall be attending the New Jersey League of Municipalities Workshop from November 19 through 21, 2019; and

WHEREAS, the governing body may establish, by resolution or ordinance, rates for the payment/reimbursement of per diem and travel expenses; and

WHEREAS, the Township Committee of the Township of Shrewsbury indexed the mileage reimbursement rate to the Internal Revenue Service Standard Mileage Rate for business miles driven in the current personnel ordinance; and

WHEREAS, it is appropriate that public officers, and employees traveling on behalf of the Township of Shrewsbury be allowed a reasonable per diem travel allowance for the cost of meals in the destination of such travel; and

WHEREAS, the Township Committee determines that it is necessary and in the best interest of the Township to establish meal expense reimbursement rates,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury establishes a maximum \$35.00 per day reimbursement for all meals for the official or employee only, and

BE IT FURTHER RESOLVED that such reimbursement shall not include charges for alcohol, tips or sales tax, and must be supported by receipts, and

BE IT FURTHER RESOLVED, that such reimbursement must be requested through a requisition signed by the individual requesting the reimbursement, and supported by receipts.

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Regular Meeting held on November 12, 2019.

\_\_\_\_\_  
Pamela Howard, RMC, CMR  
Municipal Clerk

\_\_\_\_\_  
Edward P. Nolan  
Mayor

**REGULAR MEETING MINUTES**

Township of Shrewsbury

Resolution #2019-103

**A RESOLUTION AUTHORIZING PAYMENT OF BILLS**

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of **\$119,462.94.**

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on November 12, 2019.

\_\_\_\_\_  
Pamela Howard, RMC,CMR  
Municipal Clerk

\_\_\_\_\_  
Edward P. Nolan  
Mayor

**NEW BUSINESS –NONE**

**OLD BUSINESS –NONE**

**PUBLIC PORTION –**

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

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

Katrina Thornton, 2 Crawford Street, stated a resident inquired about what the Recreation was doing. She listed what they did and stated they only missed the barbeque in the summer. She also stated the Certification of Insurance was on file for Brookdale. They were representing Brookdale as a community services and she brings them here as students.

Mr. Anthony stated they should still have Shrewsbury Township as an additional insured.

Mr. Thornton stated the Mayor was aware and no money was being taken and no money was being lost. She stated there were three residents in town who bring three friends from Monmouth Regional.

Mr. Anthony requested a copy of her report.

Bill Spengeman, 143 Belshaw Avenue, stated on Election Day the cardboard pile was larger than a person. The boxes were not being flattened.

Mayor Nolan stated he would take care of it.

Mr. Spengeman also stated there were mattresses and a lot of junk and it would be nice if there was a barrier to make it less sitely. He stated a sign was needed requesting the residents to

**REGULAR MEETING MINUTES**

flatten the boxes and on the internet they could get high visibility signage.

Mr. Anthony stated maybe they could get ideas from the new Public Works Director.

**Moved by Mayor Nolan to close the public portion, seconded by Mr. Jennings.**

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

**DATE OF NEXT MEETING – Regular Meeting, November 26, 2019 at 7:00pm, the Committee agreed to have the second meeting in December on Monday, December 23, 2019 @ 7pm.**

**ADJOURNMENT**

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

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

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

November 26, 2019

Respectfully Submitted,

Pamela Howard, RMC, CMR  
Municipal Clerk

Approved: \_\_\_\_\_  
Pamela D. Howard, RMC

\_\_\_\_\_ Date