



## REGULAR MEETING MINUTES

Shrewsbury Township  
1979 Crawford Street  
Shrewsbury Township, NJ 07724

Pamela Howard, RMC  
Municipal Clerk

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

### Shrewsbury Township Committee

November 26, 2019

### 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 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:** Deputy Mayor Puhak, Committeeman Jennings, 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 – 11/12/2019

**Moved by Mayor Nolan, seconded by Mr. Jennings.**

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

#### **CORRESPONDENCE**

1. NJDEP News Release

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

#### **REPORTS:**

**FINANCE:** Ms. Howard announced that on tonight's agenda were Resolutions #2019-109 and Resolution #2019-110 which were the Corrective Action Plan and the Acceptance of the Audit.

#### **HOUSING INSPECTOR/CODE ENFORCEMENT: NONE**

**MUNICIPAL ATTORNEY:** Mr. Anthony stated he was working on the shared service agreements and they must be renewed by the end of the year. He also stated that as far as Resolution 2019-109 it had to do with things that must be corrected from the annual audit. He also announced that they've already advertised for professionals and would have to be appointed for January 1, 2020.

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

DPW REPORT. 11/26/19

- 1) 51 yards of leaves have been collected
  - 2) Park has been leaf blown and vacuumed once
  - 3) Municipal building leaves cleaned up once
  - 4) County maintenance came and repaired backhoe front tire
  - 5) Leaves and dead flowers cleaned up on the townships island
  - 6) Air filters in municipal building have been changed
  - 7) Christmas light are being worked on this year the tree will have lights waiting on date for bucket truck
  - 8) The electrical service panel will be replaced and power will be restored to the DPW building with the next 2 weeks
  - 9) Water main break was repaired at 54 Barker
  - 10) Working on prices to replace broken fire hydrant in front of 84 Barker
  - 11) Maintenance cleaning of municipal building has been done every other day
  - 12) Recycling and trash runs have been done every morning and afternoon
- All the leaves curbside will be picked up on Wednesday November 25 before the Thanksgiving holiday

Brandon Metz  
Shrewsbury DPW

**SAFETY AND NEIGHBORHOOD WATCH: NONE**

**ORDINANCES: NONE**

**RESOLUTIONS:**

Township of Shrewsbury

Resolution #2019-104

Approve Handicap Parking Space Application for Irene Kemp

**WHEREAS,** Irene Kemp who resides at 43 Belshaw 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 43 Belshaw 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 Irene Kemp of 43 Belshaw Avenue and said permit shall be renewed on an annual basis.

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

**REGULAR MEETING MINUTES**  
TOWNSHIP OF SHREWSBURY

RESOLUTION #2019-105

RESOLUTION AUTHORIZING SHARED SERVICE AGREEMENT BETWEEN  
NEPTUNE TOWNSHIP AND SHREWSBURY TOWNSHIP FOR MUNICIPAL CLERK SERVICES

WHEREAS, the Township of Shrewsbury is in continued need of a part-time Municipal Clerk to provide services of a Municipal Clerk for Shrewsbury Township; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes municipalities to contract with each other for shared services; and

WHEREAS, the Township of Shrewsbury entered into a Shared Service Agreement with Neptune Township on February 12, 2019, through December 31, 2019; and

WHEREAS, the Township of Shrewsbury wishes to enter into a Shared Service Agreement with Neptune Township in order to continue to share Neptune Township's Deputy Clerk, Pamela Howard, for one 7-hour day, 8 am to 4 pm (one hour lunch) per week during regular business hours, namely Tuesdays, at an hourly salary to be determined by the Municipal Budget and Salary Ordinance, while allowing Ms. Howard to work privately for Shrewsbury Township under a contract separate and distinct from this Agreement for other hours outside of Tuesday, such as evenings and Saturdays, so as not to conflict with her position in Neptune Township, per the 2020 Salary Ordinance of Shrewsbury Township.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey, that the governing body hereby authorizes the Township of Shrewsbury to enter into a Shared Service Agreement with Neptune Township for the shared services aforesaid and the terms set forth above.

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

Township of Shrewsbury

Resolution #2019-106

RESOLUTION OF THE TOWNSHIP OF SHREWSBURY, COUNTY OF MONMOUTH, STATE OF NEW  
JERSEY, AUTHORIZING THE REFUND OF DAMAGE DEPOSIT FOR RENTAL AND USE OF THE GYM  
POSTED BY ESSA SPORTS PERFORMANCE TRAINING, LLC

**WHEREAS**, the Township of Shrewsbury requires the posting of a damage deposit for the rental and use of the gym for private events, and

**WHEREAS** Essa Sports Performance Training, LLC, 62 Park Road, Tinton Falls NJ, posted a \$250 damage deposit for practices & skill training in the Shrewsbury Township Municipal Hall Gym for Saturday, November 14, 2019; and,

**WHEREAS** Essa Sports Performance Training, LLC acknowledged receipt of the rules and regulations concerning the use of the gym for private functions including clean up requirements, and

**WHEREAS**, the gym was satisfactorily cleaned up and inspected by an employee of the Department of Public Works, and

**WHEREAS**, the Chief Municipal Finance officer has recommended a refund of the full damage deposit of \$250.00 for the November 14, 2019 rental,

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Shrewsbury, County of Monmouth, State of New Jersey, as follows:

1. That the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey does hereby authorize the refund of the damage deposit to Essa Sports Performance Training, LLC in the amount of \$250.00.
2. That a certified copy of this resolution be provided to the Chief Financial Officer and Bookkeeper.

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

Township of Shrewsbury

Resolution #2019-107

RESOLUTION OF THE TOWNSHIP OF SHREWSBURY, COUNTY OF MONMOUTH, STATE OF NEW JERSEY, AUTHORIZING THE REFUND OF DAMAGE DEPOSIT FOR RENTAL AND USE OF THE GYM POSTED BY STEP ABOVE BASKETBALL

**WHEREAS**, the Township of Shrewsbury requires the posting of a damage deposit for the rental and use of the gym for private events, and

**WHEREAS** Step Above Basketball c/o Anthony Calabrese, 1456 W. Front Street, Lincroft, NJ, posted a \$250 damage deposit for practices & skill training in the Shrewsbury Township Municipal Hall Gym for November 14, November 17, November 21 and November 24, 2019; and,

**WHEREAS** Step Above Basketball acknowledged receipt of the rules and regulations concerning the use of the gym for private functions including clean up requirements, and

**WHEREAS**, the gym was satisfactorily cleaned up and inspected by an employee of the Department of Public Works, and

**WHEREAS**, the Chief Municipal Finance officer has recommended a refund of the full damage deposit of \$250.00 for November 14, November 17, November 21 and November 24, 2019 rental,

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Shrewsbury, County of Monmouth, State of New Jersey, as follows:

1. That the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey does hereby authorize the refund of the damage deposit to Step Above Basketball c/o Anthony Calabrese in the amount of \$250.00.
2. That a certified copy of this resolution be provided to the Chief Financial Officer and Bookkeeper.

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

Township of Shrewsbury

Resolution #2019-108

A RESOLUTION AUTHORIZING PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of \$ 68,831.01 .

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

**REGULAR MEETING MINUTES**

Township of Shrewsbury

Resolution #2019-109

Approval of the 2018 Corrective Action Plan Resolution

**WHEREAS**, the 2018 Annual Audit of the Township of Shrewsbury, conducted by Fallon & Larsen, LLP., contained one recommendation requiring action; and

**WHEREAS**, that recommendation has been reviewed by the Township’s Chief Financial Officer; and

**WHEREAS**, the New Jersey Division of Local Government Services requires a corrective action plan be prepared by the Chief Financial Officer and approved by the Governing Body;

**WHEREAS**, the Chief Financial Officer, in accordance with the requirements promulgated by the New Jersey Division of Local Government Services, has developed a plan to address the recommendation listed by the auditor; and

**WHEREAS**, the approved Corrective Action Plan must be submitted to the New Jersey Division of Local Government Services within 60 days from the date the audit is received by the Governing Body;

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Corrective Action Plan for the 2017 Annual Audit, hereto attached, is hereby approved and accepted; and

**BE IT FURTHER RESOLVED**, that the Municipal Clerk is hereby directed to transmit a certified copy of this resolution and its attachments to the New Jersey Division of Local Government Services.

**Responsibility: Former Chief Municipal Finance Officer**

**Finding 2018-1:**

During the audit of the Township’s general ledgers of the various funds, we was noted that the Township did not maintain a proper general ledger in accordance with N.J.A.C. 5:30-5.7.

**Recommendation:**

The Township maintains proper general ledgers and subsidiary ledgers for the various funds of the Township.

**Explanation and Corrective Action:**

The Former Chief Municipal Finance Officer failed to properly post and record the general ledger and improvement authorizations. The current finance officer has properly posted the general ledger for 2019.

**Implementation:** March 31, 2019

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

**Township of Shrewsbury**

**Resolution #2019-110**

**Acceptance of the Audit**

**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 2018 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
- Recommendation
- Auditors 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
- Recommendations
- Auditors' 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 26<sup>th</sup> day of November 2019, 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
Jennings		X	X			
Puhak			X			
Nolan	X		X			

**The Committee decided the Re-organization meeting would be held and advertised for January 1, 2020 at 2pm.**

**PUBLIC PORTION:**

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

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

None

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

**REGULAR MEETING MINUTES**

**Puhak.**

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

**DATE OF NEXT MEETING: Regular Meeting December 10, 2019 at 7:00 PM.**

**ADJOURNMENT**

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

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

December 10, 2019

Respectfully submitted,

Pamela Howard, RMC,CMR  
Municipal Clerk