



Shrewsbury Township
1979 Crawford Street
Shrewsbury Township, New Jersey 07724

Katrina L. Thornton, CMR
Acting Municipal Clerk

Phone (732) 542-0572
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Shrewsbury Township Committee
December 12, 2023
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 Annual Notice of this meeting was published in the Two River Times on January 28, 2023, in addition to posting on the Township Website and the bulletin board in the Municipal Building and filing a copy of said notice with the Municipal Clerk. www.townshipofshrewsbury.com.

ROLL CALL

Mr. Glenwood Puhak _____ Ms. Lynda Lettice _____ Mayor Lester Jennings _____

SALUTE TO THE FLAG

Approval of Minutes: November 21, 2023

CORRESPONDENCE:

REPORTS

Finance	Municipal Attorney
Housing Inspector/Code Enforcement	Public Works
Recreation	Safety & Neighborhood Watch

Mayor Jennings offered a motion to approve the minutes of November 21, 2023, moved and seconded by Mrs. Lettice. All were in favor.

CORRESPONDENCE

Ms. Thornton stated the stove has been fixed and reattached thanks to the assistance of Mrs. Lettice by contacting A-General.

Mrs. Lettice stated at a price of \$275.00

Reports

Finance – Ms. LaPorta stated both her and Katrina were wrapping up the year and getting prepared for the New Year.

Mr. Anthony questioned how were the inspections as far as **Code Enforcement** – Ms. Thornton stated Tommy will be going through our three buildings to re-do our inspection and he will make sure we pass everything which is why the stove is in. He's also been doing the apartments and holding their feet to the fire. Ms. Thornton reminded Mr. Anthony that he still needed to reach out to him regarding the led.

Recreation – Mrs. Lettice stated Santa Claus will be in the municipal building next Friday, December 22, 2023 from 6pm-8pm.

Ms. Thornton stated she received a request to use the gym from DSN. They’ve used the gym on occasion and would like to use our gym during the summer, for 16 hours a week, eight weeks, 11am - 3pm starting June 24 – August 16, 2024 for approximately \$10,000 and it does not affect the weekends and excludes Wednesday.

Mr. Puhak questioned how we would pay.

Mr. Anthony stated he would do the contract asking for 1/3 up front. He asked Ms. Thornton to get him the information and he would draw up a contract and the Committee would have to adopt it by resolution.

Attorney – Mr. Anthony stated he believed all of the Shared Service Agreements have been completed with the exception of EMS from Red Bank.

Ms. Thornton stated she sent the agreement but hasn’t gotten it back.

Mr. Anthony stated he needed Katrina to follow up with that. He also confirmed the time of the Re-Organization Meeting. He asked Ms. Thornton if JIF received the Personnel Handbook.

Ms. Thornton stated Allison called her yesterday regarding it and advised her to send it directly to PERMA.

Mr. Anthony asked Ms. Thornton if she reached out regarding codification of the ordinances.

Ms. Thornton stated no she hasn’t.

Public Works – No Report

Safety & Neighborhood Watch – No Report

ORDINANCE (S)

RESOLUTIONS

106 Lettice/Jennings; all aye

Township of Shrewsbury

Resolution #2023-106

Authorizing the Transfer of 2023 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 2023 Budget.

To:

Mayor & Township Committee SW	3-01-20-110-010	\$1,000.00
Financial Administration SW	3-01-20-130-010	\$ 100.00
Financial Administration OE	3-01-20-130-020	\$1,600.00
Fire Official SW	3-01-25-266-010	\$ 100.00
BD/Health SW	3-01-27-330-010	\$ 100.00
 Total		 \$2,900.00
From:		
Health Insurance	3-01-23-220-000	-\$2,900.00

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on December 12, 2023.

 Katrina Thornton,CMR
 Acting Municipal Clerk

 Lester Jennings
 Mayor

107 Lettice/Jennings; all aye

TOWNSHIP OF SHREWSBURY
 RESOLUTION #2023-107
RESOLUTION AUTHORIZING REIMBURSEMENT TO LESTER JENNINGS

WHEREAS, the Township encourages it employees and officials to attend conferences for educational purposes; and,

WHEREAS, on November 14, 2023 – November 17 , 2023 Mayor Lester Jennings attended the annual New Jersey League of Municipalities Conference; and,

WHEREAS, Mayor Lester Jennings incurred expenses in the amount of \$724.52 as it relates to his attendance of the conference; and,

WHEREAS, the Township of Shrewsbury deems it appropriate to reimburse Mayor Lester Jennings \$715.00 for his expenses while attending the New Jersey League of Municipalities Conference.

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

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 Katrina Thornton
 Acting Municipal Clerk

 Lester Jennings
 Mayor

108 Lettice/Jennings; all aye

TOWNSHIP OF SHREWSBURY
 RESOLUTION #2023-108

ACCEPT THE RESIGNATION OF RICHARD BRUNSON
AS A MEMBER OF OEM

WHEREAS, Richard Brunson is a member of OEM; and,

WHEREAS, on December 12, 2023, Mr. Brunson submitted his letter of resignation effective December 31, 2023; and,

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 Township Committee hereby accepts the resignation of Richard Brunson as a member of OEM effective December 31, 2023.

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

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Katrina Thornton, CMR
Acting Municipal Clerk

Lester Jennings
Mayor

109 Lettice/Jennings; all aye

TOWNSHIP OF SHREWSBURY

RESOLUTION #2023-109

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
SHREWSBURY TO TERMINATE EMPLOYEE IN THE PUBLIC WORKS DEPARTMENT**

BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury that Paul Pelo, seasonal employee in the Public Works Department be and is hereby terminated effective November 28, 2023.

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Regular Meeting held on December 12, 2023.

Katrina Thornton
Acting Municipal Clerk

Lester Jennings
Mayor

Township of Shrewsbury

Resolution #2023-110

**EMPLOY HAROLD JOSEPH HUFF AS A PART -TIME WORKER
IN THE DEPARTMENT OF PUBLIC WORKS**

WHEREAS, a vacancy exists with regards to the Public Works Department that needs to be filled in accordance with the Personnel Policy and Procedures Manual and Employee Handbook; and

WHEREAS, in accordance with Section 4.30, entitled, "Employment Procedure" of the Personnel Handbook, the vacant position was advertised; applications were received; interviews were held. All applications for employment were accepted and treated objectively and equally in accordance to laws and guidelines issued by the New Jersey Division on Civil Rights and the U.S. Equal Opportunity Commission; and

WHEREAS, after review of the applications and interviews, applications were submitted to the Township Committee and it is recommended that an offer of employment be made to Harold Joseph Huff at a salary in accordance with the Municipal Budget, and if accepted, this Resolution shall serve as an appointment to the position of Part-Time Worker in the Public Works Department, subject to a physical examination and background check and satisfactory review of the same pursuant to 4.30 of the Personnel Manual; and

WHEREAS, funds will be made available in the 2023 Municipal Budget and the Chief Financial Officer has so certified in writing; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Township Committee hereby authorizes a job offer, and if accepted, appoints for hiring as a Part-Time Employee in the Public Works Department, Harold Joseph Huff; subject to an appropriate medical examination and satisfactory results from said medical examination per the Personnel Manual and subject to a background check, which is satisfactory to the Township Committee and further criteria as set forth in 4.30 of the Personnel Manual, and subject to a probationary period of ninety (90) days commencing the date of acceptance of this job offer, subject to the procedures for processing successful applicants per the Personnel Manual.

BE IT FURTHER RESOLVED, that said employee shall not work no more than 28 hours a week unless authorized and is not subject to medical benefits and shall not receive the benefits of a full-time employee.

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

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Katrina Thornton, CMR
Acting Municipal Clerk

Lester Jennings
Mayor

111 Puhak/Jennings; all aye

TOWNSHIP OF SHREWSBURY
RESOLUTION #2023 - 111

PAYMENT OF BILLS DATED DECEMBER 12, 2023

WHEREAS the Township Committee of the Township of Shrewsbury authorized payment of bills in the amount of \$ 78,506.91.

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on December 12, 2023.

Attest:

Katrina Thornton, CMR
Acting Municipal Clerk

Lester Jennings
Mayor

Certifying Officer:

Catherine LaPorta
Chief Financial Officer

112 Ms. Thornton stated the reason blanks were there is because we are still working with Bill White, we're not sure if we really need this. Mr. Anthony stated so it is subject to the amounts. If we don't get the amounts then we don't use it. Lettice/Jennings; all aye

RESOLUTION #23-2023-112

**DECLARE THE ELOISE NAGEL PARK IMPROVEMENT PROJECT
AS COMPLETE**

WHEREAS, the Monmouth County Board of Chosen Freeholders has approved an Open Space Trust established a Municipal Open Space Program to provide Program Grant funds in connection with municipal acquisition of lands for County Park, recreation, conservation and farmland preservation purposes, as well as for County recreation and conservation development and maintenance purposes; and

WHEREAS, the Township of Shrewsbury entered into a Municipal Open Space Program Grant Agreement with the County of Monmouth on _____ that provided _____ for Eloise Nagel Park Improvements under Application No. _____ that required certain conditions be met by the Township of Shrewsbury prior to receipt of the aforesaid funds; and

WHEREAS, the Monmouth County Park System requires a certified copy of a resolution of the governing body determining that the project aforesaid was finally complete and a closing statement of "Final Change Order" adopted by the governing body,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury that all conditions of the **Date** Grant Agreement have been satisfied by the Township of Shrewsbury and that the project known as Eloise Nagel Park Improvement Project has been completed; and

BE IT FURTHER RESOLVED, that the Township of Shrewsbury made final payment to the contractor _____ and that payment was made per voucher on _____ under Check No _____, resulting in a total project cost for _____ of _____. Voucher and check are hereby attached and also on file in the Municipal Clerk's Office; and,

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Township Engineer and Monmouth County Park System.

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

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 Katrina Thornton, CMR
 Acting Municipal Clerk

 Lester Jennings
 Mayor

113 Ms. Thornton stated we have to reimburse Fiore for paying this bill because the Township was suppose to pay it. This was for Barker Avenue Phase I. Jennings/Puhak; all aye

TOWNSHIP OF SHREWSBURY
 RESOLUTION #2023-113

RESOLUTION AUTHORIZING REIMBURSEMENT TO FIORE PAVING, INC

WHEREAS, on December 7, 2022 pavement testing was done on Barker Avenue as it relates to Barker Avenue Improvements, Phase I; and

WHEREAS, KeyTech of 210 Maple Place, Keyport NJ 07735 did Core Sampling and Testing at a cost of \$1,820.00; and,

WHEREAS, Fiore Paving paid invoice #56328 in the amount of \$1,820.00 and now wish to be reimbursed for payment rendered; and,

WHEREAS, the Township of Shrewsbury deems it appropriate to reimburse Fiore Paving, Inc \$1,820.00 for payment made to KeyTech on behalf of the Township of Shrewsbury for testing done on Barker Avenue as it relates to Barker Avenue Improvements, Phase I. (Invoice Attached)

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

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Katrina Thornton
Acting Municipal Clerk

Lester Jennings
Mayor

New Business – None

Old Business – Mr. Puhak suggested speaking with Bill White about getting speeds humps on Barker Avenue. Mr. White had advised him to wait until the paving was done. Mr. Anthony suggested he wait until Mr. White return from vacation and to speak to him then.

Mr. Puhak offered a motion to open the meeting to the public, moved and seconded by Ms. Lettice. All were in favor.

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

Robin Kane stated there was heat in the gym and DPW. She questioned about the heat being in the Committee Room.

Ms. Thornton stated it was an emergency and it was so cold and no heat in DPW. They fixed the fans in the gym and the heater on this side. Although there's four heaters they should be good with two because only two can run at a time anyway. To fix the Committee Room should be approximately \$888. The big issue is DPW because it needs all new Ploughs but right now we're letting it run as is.

Ms. Kane questioned the status of the sprinkler system over the stove.

Ms. Thornton stated there was nothing wrong with the sprinkler, only the stove. She stated the only thing she has to do is move the files to a fire proof room.

Mr. Anthony questioned how often do they use the patio.

Ms. Thornton stated never.

Mr. Anthony stated you have a foundation already maybe you should extend the building.

Ms. Thornton stated perhaps we should try and get a grant. The problem is that the center of the patio sinks and it was built over a gas line, which is a problem.

Ms. Kane questioned the bills which was only \$100.

Ms. Thornton stated they do our paperwork for like 1099's.

Ms. Kane questioned the status of Ed Nolan Park.

Ms. Thornton stated we would dedicate it in the Spring.

Ms. Kane questioned the ferrell cats and the plan as to how the Township will handle them.

Mr. Anthony stated we will discuss it in the new year.

Ms. Kane wished everyone a Merry Christmas and Happy New Year. She also questioned the posting for the Re-organization for the Rent Board.

Ms. Thornton stated it was already advertised and if it hasn't then she would.

Mayor Jennings offered a motion to close the meeting, moved and seconded by Ms. Lettice; all were in favor.

EXECUTIVE SESSION – NONE

REOPEN MEETING-

DATE OF NEXT MEETING – Regular Meeting, January 1, 2024 at 2:30pm

ADJOURNMENT

Mayor Jennings stated the next meeting will be the Re-Organization meeting at 2:30 pm, January 1, 2024.