



## 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

February 25, 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. Absent: 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 – 2/11/2020

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

**Ayes – Mr. Puhak, Mayor Nolan.**

#### **CORRESPONDENCE –**

1. NJDEP- Weekly Update
2. NJLM – Weekly Round up

#### **REPORTS:**

**FINANCE:** Mr. Anthony read Mr. Seaman's report in which he stated the Auditors are completing the annual audit which will be submitted to the State. The Township is preparing a draft budget which will be reviewed by the Mayor and Committee in the upcoming weeks.

#### **HOUSING INSPECTOR/CODE ENFORCEMENT:**

Mr. Anthony stated he sent a letter to Mr. Welsh concerning garbage area and he's still waiting on his response. He also stated there was an ordinance on the meeting tonight to amend the local enforcement of the New Jersey Uniform Fire Code in Shrewsbury Township.

#### **RECREATION:**

Katrina Thornton stated she held Cupcake Mania and for St. Patty's Day she would like to host a brunch for the Senior Citizens on March 15<sup>th</sup>. She stated she would reach out to Mr. Jennings. She also stated she did a sample Newsletter on upcoming events and the residents could make suggestions. The Newsletters would be in AVM and the store and the Township website.

Mrs. Kane suggested having the children distribute them along with adult supervision.

Teresa Klenk stated she felt it was a good idea to have a newsletter.

**MUNICIPAL ATTORNEY:** Mr. Anthony reiterated there was an ordinance on the meeting tonight to amend the local enforcement of the New Jersey Uniform Fire Code in Shrewsbury Township, there's also a resolution to appoint the Municipal Judge, A resolution to award bid for Shared Services for 911 Dispatch. He stated he sent a letter to the Code Enforcer regarding complaints that he would like addressed. He stated there was a letter regarding Alfred Vail in executive session and also a request by a DPW worker.

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

Public Works Report 2/25/2020

Building Cleaning was done every other day

Recycling trash run was done every day

Went to Mazza Recycling picked up 3 yards of mulch for town hall

Went to American water to drop off completed road opening permit for Bill White

Crawford Sewer project bid opening was on 2/18/2020

Fire hydrant test pit was dug parts were ordered by contractor

Went to Mazza to drop off 3yards of brush

Picked up metal at apartments and condos 2 stoves 2 refrigerators and 1 dishwasher and condos metal doors

Met with Greg from Shaffer playground equipment prices almost complete for the replacements and repairs will have report for the committee on 3/10/2020 meeting.

Fire Hydrant was repaired on Barker

Mulched town hall almost complete

Mulched the entrance and island and removed 2 dead cherry trees

Went to Mazza for 3 yards of mulch for entrance and island

Went to Mazza dropped of 2 yards of brush from cherry trees

We also did some clean-up work in the garage and yard

I'm also looking into prices for dumpsters for bulk pick up.I should have pick up dates for 3/10/2020 committee meeting.

Brandon Metz Public Works

Mr. Anthony stated the Rent Leveling Board would have a meeting on March 3, 2020 at 5pm. They would have their reorganization meeting and would discuss when they would conduct their next meeting.

**SAFETY AND NEIGHBORHOOD WATCH: NONE**

**ORDINANCES:**

**ORDINANCE 2020-01  
ORDINANCE PROVIDING FOR LOCAL ENFORCEMENT OF THE NEW JERSEY UNIFORM FIRE CODE IN  
SHREWSBURY TOWNSHIP**

**WHEREAS**, the Uniform Fire Safety Act, (P.L. 1983, c.383) was enacted for the purpose of establishing a system for the enforcement of minimum fire safety standards throughout the State of New Jersey; and

**WHEREAS**, the New Jersey Department of Community Affairs has promulgated minimum fire safety standards which have been made part of the Uniform Fire Code (N.J.A.C. 5:70.1 et seq.); and

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**WHEREAS**, the Uniform Fire Safety Act authorizes municipalities to provide for local enforcement of these standards and to establish local enforcement agencies for that purpose; and

**WHEREAS**, it is in the best interest of the Township of Shrewsbury to have the Uniform Fire Code enforced locally; and

**WHEREAS**, the local fire service has agreed to the plan, which is set forth herein, for the administration and enforcement of the Uniform Fire Code.

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

### **Section 1. LOCAL ENFORCEMENT**

Pursuant to Section 11 of the Uniform Fire Safety Act (P.L. 1983 c. 383), the New Jersey Uniform Fire Code (N.J.A.C. 5:70.1 et seq.) shall be locally enforced by the Code Enforcement/Fire Sub Code Official or Fire Marshall of Shrewsbury Township.

### **Section 2. AGENCY DESIGNATION**

The local enforcing agency shall be the Borough of Eatontown Fire Department, or other adjoining municipalities through a Shared Service Agreement through its Bureau of Fire Prevention which is hereby created therein. The Bureau of Fire Prevention shall hereinafter be known as the local enforcing agency.

### **Section 3. DUTIES**

- (A) The local enforcing agency shall enforce the Uniform Fire Code in all buildings, structures, and premises within the established boundaries of the Township of Shrewsbury other than one and two unit owner-occupied dwellings used exclusively for dwelling purposes and buildings, structures, and premises owned or operated by Federal Government, Interstate Agencies or the State.
- (B) The local enforcing agency shall faithfully comply with all the pertinent requirements of the Uniform Fire Safety Act and the Uniform Fire Code.

### **Section 4. ORGANIZATION**

- (A) The Bureau of Fire Prevention established by Section 2 of this Ordinance shall be under the direct supervision and control of a fore official who shall report to the Chief of the Fire Department. (Or Code Enforcement Officer)
- (B) The Bureau of Fire Prevention shall have at least one paid inspector.

### **Section 5. APPOINTMENTS, QUALIFICATION, TERM OF OFFICE, REMOVAL**

- (A) Appointment and Qualifications of the Fire Official.

The fire official shall be certified by the State and appointed by the governing body from a list of three names submitted by the Chief of the Fire Department.

- (B) Appointment and Qualifications of Inspectors and Other Employees.

Inspectors and other employees of the enforcing agency shall be appointed by the governing body upon recommendation of the fire official. All life hazard use inspectors shall be certified by the State.

- (C) Appointment of Legal Counsel.

The governing body shall specifically appoint legal counsel to assist the agency in enforcing the Uniform Fire Code.

- (D) Term of Office.

The Fire Official shall serve for a term of a minimum of one year. Any vacancy shall be filled for the unexpired term.

- (E) Removal from Office.

The fire official, inspectors and other employees of the agency shall be subject to removal by the governing body for just cause. Before removal from office, all persons shall be afforded an opportunity to be heard by the governing body of a hearing officer designated by the same.

### **Section 6. LIFE HAZARD USES**

The Bureau of the Fire Prevention established by Section 2 of this Ordinance shall carry out the periodic inspections of life hazard uses required by the Uniform Fire Code on behalf of the Commissioner of the New Jersey Department of Community Affairs.

**Section 7. NON LIFE HAZARD USES**

(A) In addition to the registrations required by the Uniform Fire Code, the following non-life hazard uses shall register with the Bureau of Fire Prevention. These uses shall be inspected once per year and pay an annual fee. The fee schedule is as follows:

**A. Assembly**

A-1	Eating establishment under 50 (No alcohol)	\$25.00
A-2	Take-out food service (no seating)	\$25.00
A-3	House of Worship	\$25.00

**B. Business/Professional**

B-1	Professional use 1 & 2 story less than 5,000 sq. ft. per floor	\$25.00
B-2	1 & 2 story more than 5,000 sq. ft. less than 10,000 sq. ft. per floor	\$50.00
B-3	1 & 2 story more than 10,000 sq. ft.	\$75.00
B-4	3 to 5 story less than 5,000 sq. ft. per floor	\$100.00
B-5	3 to 5 story more than 5,000 sq. ft. less than 10,000 sq. ft. per floor	\$150.00
B-6	3 to 5 story over 10,000 sq. ft. per floor	\$200.00

**C. Retail (mercantile)**

M-1	1 & 2 story less than 5,000 sq. ft. per floor	\$125.00
M-2	1 & 2 story more than 5,000 sq. ft. less than 10,000	\$150.00

M with the exception of hardware store 3,000 sq. ft., retail store over 12,000 Sq. ft. are life hazard uses.

**D. Manufacturing (factory)**

F-1	1 & 2 story less than 5,000 sq. ft. per floor	\$75.00
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**F exception life hazard uses.**

**S. Storage S-1 (moderate hazard S-1, low hazard S-2)**

S-1	1 & 2 story less than 5,000 sq. ft. per floor	\$50.00
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S exception life hazard uses.

**F. Residential (LEA listed with multi family BHI)**

Fee is for each building

R-1	1 to 6 units	\$25.00
R-2	7 to 12 units	\$50.00
R-3	13 to 20 units	\$75.00
R-4	21 to 50 units	\$100.00
R-5	for each additional unit	\$25.00

**R. Common areas (each building)**

R-1	1 & 2 story less than 5,000 sq. ft. per floor	\$50.00
R-2	1 & 2 story more than 5,000 sq. ft. less than 10,000 sq. ft. per floor	\$75.00
R-3	1 & 2 story more than 10,000 sq. ft.	\$100.00
R-4	3 to 5 story less than 5,000 sq. ft. per floor	\$125.00
R-5	3 to 5 story more than 5,000 sq. ft. less than 10,000 sq. ft.	\$150.00
R-6	3 to 5 story over 10,000 sq. ft.	\$200.00

**Common areas (LEA not listed with BHI) (each building)**

R-1	1 & 2 story less than 5,000 sq. ft. per floor	\$50.00
R-2	1 & 2 story more than 5,000 sq. ft. less than 10,000 sq. ft. per floor	\$75.00
R-3	1 & 2 story more than 10,000 sq. ft.	\$100.00
R-4	3 to 5 story less than 5,000 sq. ft. per floor	\$125.00
R-5	3 to 5 story more than 5,000 sq. ft. less than 10,000 sq. ft. per floor	\$150.00
R-6	3 to 5 story over 10,000 sq. ft.	\$200.00

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- (B) R-A uses shall be inspected and charged a fee only upon sale or change of tenant.
- (C) Uses not classified above that are subject to the Uniform Fire Code will be classified as business uses.
- (D) Uses required to register with the State as life hazard uses shall not be required under this section.
- (E) In this discretion of the fire official, vacant buildings will be charged.
- (F) All residential uses except R-A uses shall be inspected in the common areas only.

**Section 8. PERMITS AND CERTIFICATE OF FIRE CODE STATUS**

- (A) The application fees for the permits listed in N.J.A.C. 5:70-2.7(b) shall be as provided by the State regulation and are currently as follows:

Type 1	\$42.00
Type 2	\$166.00
Type 3	\$331.00
Type 4	\$497.00

- (B) The cost of the issuance of a Certificate of Fire Code Status shall be \$35.00

**Section 9. TECHNICAL AMENDMENTS**

“Reserved”

**Section 10. BOARD OF APPEALS**

Pursuant to Sections 15 and 17 of the Uniform Fire Safety Act, any person aggrieved by any action of the local enforcing agency shall have the right to appeal to the Monmouth County Construction Board of Appeals.

**Section 11. ENFORCEMENT, VIOLATIONS, AND PENALTIES**

Enforcement, violations, and penalties shall be managed in conformity with the Uniform Fire Safety Act, the Uniform Fire Code and all other laws of the State of New Jersey.

**Section 12. REPEALS**

The following Ordinances or portions thereof are hereby repealed:

NONE

This Ordinance shall be effective upon passage and publication as required by law.

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

**RESOLUTIONS:**

TOWNSHIP OF SHREWSBURY

RESOLUTION # 2020-46

APPOINT THE HONORABLE FRANK LAROCCA, J.M.C.  
AS MUNICIPAL COURT JUDGE FOR SHREWSBURY TOWNSHIP

**WHEREAS**, the Township of Shrewsbury entered into a Shared Service Agreement with the Borough of Red Bank with regard to shared services of the Borough of Red Bank’s Municipal Court; and

**WHEREAS**, the Shared Service Agreement states that all Municipal Court personnel shall be appointed by the Borough of Red Bank; and

**WHEREAS**, as a result of the aforesaid Shared Service Agreement between Shrewsbury Township and Borough of Red Bank, the Monmouth County Assignment Judge, the Honorable Lisa P. Thornton, has requested that Shrewsbury Township appoint a Municipal Court Judge to fulfill the requirements of New Jersey State Statutes concerning municipal courts, and represent the interests of Shrewsbury Township; and

**WHEREAS**, the Honorable Frank LaRocca, J.M.C., is presently the Municipal Court Judge for the Borough of Red Bank through December 31, 2022; and

**WHEREAS**, it is in the best interest of the citizens of Shrewsbury Township and for purposes of continuity in the Red Bank Municipal Court to appoint the same Judge presently representing the Borough of Red Bank; and

**WHEREAS**, this appointment assumes no liability for actions and/or events that may occur in the performance of the Borough of Red Bank Municipal Court Judge's official duties,

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey hereby authorizes the appointment of the Hon. Frank LaRocca as Municipal Court Judge per the Shared Service Agreement between the Borough of Red Bank and Shrewsbury Township to run concurrent with his term of appointment in Red Bank commencing January 1, 2020 through December 31, 2022.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION # 2020-47

AWARD BID FOR IMPROVEMENTS TO CRAWFORD STREET SANITARY SEWER REPLACEMENT PHASE II

**WHEREAS**, The Township of Shrewsbury desires to initiate Phase II of the Crawford Street Sanitary Sewer Replacement; and,

**WHEREAS**, on February 18, 2020, the Township Engineer received bids for the award of a contract for improvements to Crawford Street sanitary sewer system; and,

**WHEREAS**, said bids were reviewed by the Township Engineer and Township Attorney who have recommended that the bid be awarded to the lowest bid submitted by Lima Charlie Construction; and,

**WHEREAS**, said bids were advertised, received and awarded in a "fair and open" competitive bidding process in accordance with the Open Public Contracts Law, and,

**WHEREAS**, funds for this purpose will be provided in the following line items and the Chief Financial officer has certified in writing:

<u>C0455216001</u>	<u>\$144,676.04</u>
<u>C0455216002</u>	<u>\$ 14,482.96</u>

**THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Shrewsbury that the base bid and add alternate be awarded to Lima Charlie Construction on their lowest responsible of \$159,159.00.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION # 2020-48

AUTHORIZE SHARED SERVICE AGREEMENT BETWEEN THE COUNTY OF MONMOUTH/MONMOUTH COUNTY SHERIFF'S OFFICE AND THE TOWNSHIP OF SHREWSBURY

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**WHEREAS**, the Township Committee of the Township of Shrewsbury wishes to enter into a Shared Service Agreement with the County of Monmouth/Monmouth County Sheriff’s Office for Communications Division as Public Safety Answering Point (PSAP) commencing January 1, 2020 through December 31, 2022, at a fee of \$3,339.00 for the year 2020. Thereafter, the annual fee for the 2<sup>nd</sup> and 3<sup>rd</sup> years of the Agreement shall be subject to a 1.5% increase for each year. A true copy of the aforesaid Agreement is attached hereto and made a part hereof as Exhibit A.

**NOW, THEREFORE BE IT RESOLVED**, that the attached Agreement be executed by the Mayor and Clerk, and upon proper invoice from the County, the municipality shall pay the full amount for the first year of service (2020) in the amount of \$3,339.00.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2020-49

AUTHORIZE THE USE OF THE MUNICIPAL GYMNASIUM TO SHANNON TURNER

**WHEREAS**, use of the municipal gymnasium has been requested by Shannon Turner for a birthday party, and

**WHEREAS**, Sharon Turner has provided the Township of Shrewsbury with the required deposit and certificate of insurance, and

**WHEREAS**, various recreation programs, events and rentals are scheduled for the municipal gymnasium; and,

**NOW THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury, the County of Monmouth, State of New Jersey, grants permission for use to Shannon Turner, on Saturday, March 7, 2020 from 4 PM – 8PM.

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

Township of Shrewsbury

Resolution #2020-50

AUTHORIZE KATRINA THORNTON TO TEMPORARILY ASSIST  
AS BOOKKEEPER/ADMINISTRATIVE ASSISTANT

**WHEREAS**, the Township Committee of the Township of Shrewsbury, County of Monmouth recognizes the need to train an existing employee to assist Joanne Pavao as Bookkeeper/Administrative Assistant; and ,

**WHEREAS**, the Township Committee of the Township of Shrewsbury recognizes the duties of this office as essential and consist of such duties as purchasing, payroll and bill payment; and,

**THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that Katrina Thornton be and is hereby authorized to work on a temporary basis of (12) hours per week, not to exceed (32) hours per week assisting in the duties of the Bookkeeper/Administrative

Assistant at no change in hourly rate and she will continue to work in her capacity as Events Coordinator effective immediately.

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

Township of Shrewsbury

Resolution #2020-51

**AUTHORIZE PAYMENT OF BILLS**

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of **\$ 65,481.98.**

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

**OLD BUSINESS: NONE**  
**PUBLIC PORTION:**

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

**Teresa Klenk, 404 Crawford addressed her concerns regarding rats in the back of her town home and she’s gone back and forth with the Association and to no avail. She stated the property manager suggested she had rats when in fact they came from the property of a resident who moved out.**

**Mr. Anthony stated it was private property and it was the Associations issue. He stated he would see if they could have a summons issued.**

**Marcia Meer Eagon stated Shrewsbury Woods has had problems with squirrels and the Township has an ordinance against bird houses and feeders.**

**Mrs. Klenk stated the bulk at the apartments is awful.**

**Mr. Anthony stated he contacted the Code Enforcer regarding it.**

**Mrs. Klenk questioned why the dirt road was always closed off.**

**Robin Kane, 84 Belshaw, informed her that it was a paper road and there was no reason for a paper road and no need for it because there was no need to go back there. It is only open now for emergencies and part of the field was green acres. She gave a brief history of the area. She also questioned why the Township lost three trees and if died from carpenter ants. She questioned if measures were in place so that others do not die.**

**Mayor Nolan stated he planned to replant trees in the spring and measures were in place.**

**Francisco, 135 Crawford was told his rent was going up.**



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**Mr. Anthony stated he could discuss the matter at the rent board. He discussed rent control with various residents.**

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

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

**DATE OF NEXT MEETING: Regular Meeting March 10, 2020 at 7:00 PM.**

### **ADJOURNMENT**

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

**Ayes – Mr. Puhak, Mayor Nolan.**

March 10, 2020

Respectfully submitted,

Pamela Howard, RMC,CMR  
Municipal Clerk