

REGULAR MEETING MINUTES



Shrewsbury Township
1979 Crawford Street
Shrewsbury Township, NJ 07724

Pamela D. Howard
Municipal Clerk

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Shrewsbury Township Committee
March 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: 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 – 2/26/2019

Moved by Mayor Nolan, seconded by Mr. Puhak.

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

CORRESPONDENCE

1. **Borough of Shrewsbury** - Public Hearing-Planning Board of the Borough of Shrewsbury Amended Housing Element and Fair Share Plan of Borough's Master Plan (3/12/19)
2. **Borough of Tinton Falls Planning Board** – Hearing on Housing Plan Element and Fair Share Plan of the Borough's Master Plan
3. **Monmouth County Reclamation Center-** Notice of Increase
4. **Monmouth County Park System** – New Jersey American Water Howell to Lakewood Transmission Main Project – Green Acres Public Hearing (4/2/19 & 4/16/19)
5. **State of New Jersey** – Requesting Donations for Princess Prom Project

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

REPORTS:

FINANCE: Mayor Nolan read the following financial report which was written by the Chief Financial Officer Thomas Seaman: The Auditor has prepared the Annual Financial Statement and the Chief Financial Officer is in putting it into the State's FAS System which should be done by the end of the Week. The Chief Financial Officer will be starting the budget process and will be getting together with the Mayor and appropriate Committeeman.

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RECREATION REPORT: Richard Brunson, Recreation Director, stated the Franklin Basketball Club has cancelled the remainder of their dates for the gym and a refund would be issued to them.

MUNICIPAL ATTORNEY REPORT: Mr. Anthony stated he received the renewal of the New Jersey Natural Gas Company Franchise Agreement. We had a 50 year agreement that is ending and a resolution will be placed on the next meeting for renewal. He also stated the tax appeal has been settled and hopefully by the next meeting he will have the stipulation. He stated the Township would have extra revenue. He reported that he was still working on the personnel code and the animal control contract was good until 2020 therefore they will not have to renew. He also reported that letters went out to the members of the Rent Board. He also discussed the signs for parking. He went on to state that a resolution confirming Pamela Howard as the Municipal/Registrar was also on the agenda this evening.

HOUSING INSPECTOR/CODE ENFORCEMENT: NONE

PUBLIC WORKS: Submitted by Mr. Foster, read over by Mr. Puhak DPW Report.

DPW REPORT. 3/12/19

1 Cleared off light snow 2/28 sidewalks at town hall

2 Used 2 loads of salt 3/3
And cleared all roads and town hall

3 Got all information ready for the annual tonnage report

4 Washed salt off all trucks

5 Meet with Bill White and JCPL about the Crawford electrical lines

6 Clean all drains in town after rain Sunday

7 Set up new printer for Clerks office

Jeffrey Foster CPWM
Shrewsbury Twp Supervisor Public Works

SAFETY & NEIGHBORHOOD WATCH: NONE

ORDINANCE FOR ADOPTION:

ORDINANCE 2019-01

ORDINANCE AMENDING ORDINANCE 11.13.08 FOR THE TOWNSHIP OF SHREWSBURY AND ALL SUBSEQUENT ORDINANCES CONCERNING OUTDOOR FUEL BURNING EQUIPMENT

WHEREAS, the Mayor and Township Committee of the Township of Shrewsbury is deeply concerned about the health and environmental affects concerning the emission of smoke from fuel and/or wood burning outdoor equipment; and

WHEREAS, The Township first adopted Ordinance 11.13.08 prohibiting certain outdoor fuel/wood burning equipment.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Township Committee of the Township of Shrewsbury that Outdoor Fuel/Wood Burning Equipment Ordinance shall be amended as follows:

Section 1 – Definitions.

Chiminea Fire Pits: Means a chimney structure over a fire vent for smoke and embers to travel upwards serving the same purposes as fire bowls, fire pits and outdoor fireplaces.

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Fire Bowls, Fire Pits and Outdoor Fireplaces: Means affixed or mobile units used to burn natural wood or other combustible materials for heat and/or aesthetic reasons placed outdoors.

Firewood: Means trunks and branches of trees and brushes or chopped or artificially prepared logs or chopped wood products.

Fuel: Means solid, liquid or gaseous materials used to produce heat by burning.

Outdoor Furnace: Means any equipment, device or apparatus, or any part thereof, which is installed, affixed or situated outdoors for the primary purpose of combustion of fuel to produce heat or energy used as a component of a heating system providing heat for any interior space.

Smoke: Means small gas borne and airborne particles, exclusive of visible condensed water vapor, arising from a process of combustion in sufficient number to be observable.

Smoker(s): Means any outdoor cooking appliance that can maintain low cooking temperatures for extended periods of time while producing smoke and holding it around meat for absorption.

Section 2 – Regulation Established.

It shall be prohibited for any person, cooperative, condominium, corporation, Limited Liability Company to make use of outdoor fuel burning equipment, open fires, stacks or chimneys, fire bowls, fire pits and outdoor fireplaces, chiminea fire pits, outdoor smokers or other outdoor equipment that emits smoke from said equipment in the Township of Shrewsbury. Excluded from this prohibition are standard gas and charcoal grills only; operated according to manufacturer's instructions and specifications for the sole purpose of cooking or grilling outdoors. It shall also be prohibited to burn any leaves, flowers, grass, organic or inorganic matter or material by any person, cooperative, condominium, corporation, Limited Liability Company within the confines of this municipality.

Section 3 – Violations and Penalties.

Any person who violates any provision of this Chapter or Code established herein or any order made pursuant thereto or who shall refuse to comply with any such order upon conviction thereof shall be liable to a penalty not to exceed Two Thousand Dollars (\$2,000.00); imprisonment for a term not exceeding ninety (90) days or a period of community service not exceeding ninety (90) days or any combination thereof.

BE IT FURTHER ORDAINED, that all Ordinances or parts of Ordinances which are inconsistent herewith are repealed, but only to the extent of such inconsistency.

BE IT FURTHER ORDAINED, that the amended Ordinance shall become effective immediately upon its final passage and publication as required by law.

Mr. Puhak Township Committee Person introduced the aforesaid Ordinance and

Township Committee Person Mr. Jennings seconded said Ordinance for introduction.

ROLL CALL

Affirmative: JENNINGS, PUHAK, NOLAN

Negative: NONE

Abstain: NONE

Absent: NONE

Dated: February 26, 2019

Mr. Puhak moved the aforesaid Ordinance for second reading for Public Hearing and upon closure of said Public Hearing moved for its final reading and adoption, seconded by Mayor Nolan.

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ROLL CALL

Affirmative: JENNINGS, PUHAK, NOLAN
Negative: NONE
Abstain: NONE
Absent: NONE

Dated: March 12, 2019 Ordinance Adopted

EDWARD NOLAN, Mayor

ATTEST:

PAMELA HOWARD, CLERK

PUBLIC PORTION:

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

Marcia Meer Eagone, 418 Crawford Street questioned whether the ordinance included chimneys or would it be allowed.

Mr. Anthony stated it was not allowed and this ordinance only includes smokers. It does not include gas or charcoal grills.

No further public comment.

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

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

RESOLUTIONS:

**Township of Shrewsbury
Resolution #2019-42**

RESOLUTION FOR INCREASING YEAR 2019 TEMPORARY BUDGET APPROPRIATIONS

WHEREAS, N.J.S.A. 40A:4-20 states that in addition to the temporary appropriations necessary for the period prior to the adoption of budget and regular appropriations, the governing body may, by resolution adopted by a 2/3 vote of the full membership thereof, make emergency temporary appropriations for any purpose for which appropriations may lawfully be made for the period between the beginning of the fiscal year and the adoption of the budget for said year, and,

WHEREAS, the amount of such emergency appropriation shall be included under the correct heading in the budget as adopted, and;

WHEREAS, there is a need to provide additional funds for Township operations , and,

WHEREAS, adequate provision for such funding was not made in the temporary budget,

WHEREAS, the total emergency temporary resolutions adopted in the year 2019 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S.A.40A:4-20) including the increase represented by this resolution total **\$180,875.00**, in addition to the temporary budgets adopted January 8, 2019 in the amount of **\$225,670.46** and emergency appropriation of February 12, 2019 of **\$131,810.68** for a total Year to Date Temporary Budget of **\$538,356.14**.

NOW, THEREFORE BE IT RESOVED, by the Council of the Township of Shrewsbury (not less than 2/3 affirmatively concurring) that the items of appropriation appearing on the list be included in the temporary budget for the Township for the year 2019, and that in accordance with the Statute such item of appropriation will be included in the 2019 budget as finally adopted.

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BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed with the Director of the Division of Local Government Services.

TEMPORARY APPROPRIATIONS –CY2019

	2019	INCREASE 2/12/19	INCREASE 3/12/19	TOTAL 2019
GENERAL ADMINISTRATION				
Salaries and Wages	12,000.00		2,000.00	14,000.00
Other Expenses	10,000.00		5,000.00	15,000.00
MAYOR & TOWNSHIP COMMITTEE				
Salaries and Wages	2,500.00		2,500.00	5,000.00
Other Expenses	1,000.00		1,000.00	2,000.00
MUNICIPAL CLERK				
Salaries and Wages	9,000.00		5,000.00	14,000.00
Other Expenses	2,060.00		2,000.00	4,060.00
FINANCIAL ADMINISTRATION				
Salaries and Wages	5,000.00		5,000.00	10,000.00
Other Expenses	4,500.00		3,000.00	7,500.00
AUDIT SERVICES	4,000.00		12,000.00	16,000.00
TAX COLLECTION				
Salaries and Wages	1,500.00		500.00	2,000.00
Other Expenses	500.00		500.00	1,000.00
TAX ASSESSMENT ADMINISTRATION				
Salaries and Wages	1,750.00		1,750.00	3,500.00
Other Expenses	500.00		500.00	1,000.00
LEGAL SERVICES				
Other Expenses	12,250.00		12,250.00	24,500.00
ENGINEERING SERVICES				
Other Expenses	3,000.00		3,000.00	6,000.00
STATE UNIFORM UCC CODE ENFORCEMENT OFFICIAL				
Salaries and Wages	1,000.00		1,000.00	2,000.00
HOUSING OFFICIAL				
Salaries and Wages	2,000.00		2,000.00	4,000.00
Other Expenses	250.00		250.00	500.00
INSURANCE LIABILITY INSURANCE				
Other Expenses	12,000.00		4,200.00	16,200.00
WORKMEN’S COMPENSATION INSURANCE				
Other Expenses	10,000.00		4,200.00	14,200.00
EMPLOYEE GROUP HEALTH INSURANCE				
Other Expenses	20,000.00		10,000.00	30,000.00
UNEMPLOYMENT INSURANCE				
Other Expenses	250.00		250.00	500.00
PUBLIC SAFETY FUNCTIONS				
OEM				
Salaries and Wages	500.00		500.00	1,000.00
Other Expenses	100.00		400.00	500.00
FIRE HYDRANT				
Other Expenses	1,750.00		1,750.00	3,500.00
UNIFORM FIRE SAFETY ACT(P.L.1983,Ch,383)				
FIRE COFFICIAL				
Salaries and Wages	375.00		375.00	750.00
PUBLIC WORKS				
STREETS & ROAD MAINTNEANCE				
Salaries and Wages	16,000.00		16,000.00	32,000.00
Other Expenses	7,700.00		7,700.00	15,400.00
RECYCLING PROGRAM				
Other Expenses	2,000.00		2,000.00	4,000.00

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BUILDING GROUNDS			
Other Expenses	3,500.00		7,000.00
SOLID WASTE COLLECTION			
Garbage & Trash Other Expenses	700.00		1,400.00
Bulk Container	100.00		100.00
HEALTH & WELFARE SERVICES			
VITAL STATISTICS			
Other expenses	125.00		125.00
ANIMAL SERVICES			
Other expenses	200.00		400.00
PARKS & RECREATION			
RECREATION SERVICES & PROGRAMS			
Salaries and Wages	1000.00		2,500.00
Other Expenses	500.00		1,000.00
CELEBRATION OF PUBLIC EVENTS			
Other expenses	500.00		1,000.00
SENIOR CITIZENS			
Other expenses	250.00		500.00
Other expenses- SCAT	1,000.00		2,000.00
UTILITIES			
ELECTRIC	2,000.00		5,000.00
WATER	600.00		1,200.00
NATURAL GAS	1,000.00	2,000.00	6,000.00
TELEPHONE	1,500.00		3,000.00
STREET LIGHTING	2,000.00		4,000.00
STATUTORY EXPENDITURES			
CONTRIBUTIONS TO			
PUBLIC EMPLOYEES PENSION	4,960.46	7,195.54	12,156.00
SOCIAL SECURITY SYSTEM	3,000.00		6,000.00
UTILITY EXPENSES & BULK PURCHASES			
SEWERAGE PROCESSING			
OTHER EXPENSES	48,000.00		96,000.00
SHARED SERVICE AGREEMENT			
MONMOUTH COUNTY 911	3,500.00		3,500.00
SHREWSBURY BORO			
WEBSITE SERVICES	500.00		500.00
TOWNSHIP OF RED BANK			
COURT SERVICES	2,250.00		2,250.00
SHREWSBURY BORO FIRE			
DEPARTMENT SERVICES	5,000.00		5,000.00
NEPTUNE TOWNSHIP			
CLERK'S OFFICE		5,000.00	5,000.00
RECYCLING TONNAGE GRANT			
TOTAL CURRENT FUND	225,670.46	9,195.54	180,875.00
TEMPORARY BUDGET			415,741.00
PAYMENT ON BOND PRINCIPAL			
INTEREST ON BONDS	0.00	70,000.00	70,000.00
	0.00	46,795.14	46,795.14
SPECIALTY EMERGENCY NOTES			
PAYABLE 2019	0.00		
CAPITAL LEASE DUE MCIA			
MCIA PRINCIPAL	0.00	5,000.00	5,000.00
MCIA INTEREST	0.00	820.00	820.00
TOTAL TEMPORARY BUDGET			
EXCEPTIONS			
<hr/>			
TOTAL TEMPORARY BUDGET	<u>225,670.46</u>	<u>131,810.68</u>	<u>180,875.00</u>
			<u>538,356.14</u>

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

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

Pamela D. Howard, RMC
Municipal Clerk

Edward P. Nolan
Mayor

**Township of Shrewsbury
Resolution #2019-43**

**Resolution Confirming the Appointment of Pamela Howard as the Municipal Clerk
For the Township of Shrewsbury**

WHEREAS, in accordance with Resolution #19-32, approved on February 12, 2019 the Township of Shrewsbury entered into a Shared Service Agreement with Neptune Township to provide services of Municipal Clerk/Registrar in accordance with the applicable statutes of the State of New Jersey; and

WHEREAS, the Township of Shrewsbury wishes to confirm the appointment of Pamela Howard who is fully licensed by the State of New Jersey, Department of Community Affairs, as a Registered Municipal Clerk to serve as the Municipal Clerk and Registrar of Vital Statistics of the Township of Shrewsbury, separate and distinct from the Shared Service Agreement for a three year term as required by New Jersey Statute effective February 12, 2019; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey confirms the appointment of Pamela Howard, RMC as Municipal Clerk and Registrar, effective February 12, 2019, pursuant to the terms and conditions set forth in the Shared Services Agreement. She is to serve Shrewsbury Township on regular business hours each Tuesday (7 hours) at \$30.00 per hour which shall be payable to Neptune Township, and Ms. Howard may continue to serve Shrewsbury Township separate and distinct from the Shared Service Agreement during other hours not in conflict with her duties as a Deputy Clerk in Neptune Township at a rate of \$30.00 per hour not to exceed a total of 20 hours per week.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Township Chief Financial Officer, Township Auditor and the Division of Local Government Services.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Jennings			X			
Puhak		X	X			
Nolan	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 March 12, 2019.

Pamela Howard, RMC
Municipal Clerk

Edward P. Nolan
Mayor

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**Township of Shrewsbury
Resolution #2019-44
Payment of Bills**

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of \$ 19,356.10.

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

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

Pamela Howard, RMC
Municipal Clerk

Edward P. Nolan
Mayor

PUBLIC PORTION:

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

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

Doug Furman, 92 Barker Avenue, questioned who maintained the retaining wall in front of his unit because it's falling apart. He also questioned why handicap signs were not available because he applied for one.

Mr. Anthony stated any retaining walls owned by Alfred Vail homes should be maintained by them. He stated he would have the engineer look into it. He stated the law allows residents to have handicap parking in front of their home but it can be used by anyone that's handicap and can provide proof that they are handicap. We do not have an ordinance that dedicates handicap parking solely for one individual only. Mr. Anthony asked Mayor Nolan to find out where the parking signs are.

Todd Carbone, resident of Tinton Falls discussed his growing concern regarding EMS and requested an update.

Mr. Anthony provided the background into the EMS and what they were currently trying to accomplish despite the lack of volunteers.

Mr. Carbone urged the committee to follow up with who should be making the calls whether it should be the County or the State Police.

Deputy Mayor Puhak suggested we do a survey to solicit volunteers.

Mr. Anthony stated we would need more than a few volunteers and suggested perhaps the Township could use

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shared services with another town. He also suggested putting something on the website to attract volunteers.

Bill Spengeman, 143 Belshaw Avenue, stated perhaps the Township members could encourage the residents to volunteer.

No further public comments.

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

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

DATE OF NEXT MEETING: Regular Meeting March 26, 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.

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

March 26, 2019

Respectfully submitted,

Pamela Howard, RMC
Municipal Clerk

Approved: _____
Pamela Howard, RMC

_____ Date