



**Shrewsbury Township
1979 Crawford Street
Shrewsbury Township, New Jersey 07724**

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

**Phone (732) 542-0572
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Shrewsbury Township Committee

April 13, 2021

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 require Notice of this meeting was published in the Two River Times on January 9, 2021, 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: Lynda Lettice, Deputy Mayor Lester Jennings and Mayor Glenwood Puhak

TOWNSHIP OFFICIALS PRESENT: Township Attorney Gene Anthony and Municipal Clerk, Pamela D. Howard.

SALUTE TO THE FLAG

APPROVAL OF MINUTES

CORRESPONDENCE – NONE

REPORTS -

FINANCE – Mr. Anthony gave an update on all the financial resolutions on the agenda this evening.

HOUSING INSPECTOR/CODE ENFORCEMENT: NONE

RECREATION: Mr. Brunson gave an update on the Recreation Department and stated he has sanitized the gym on a regular basis.

UTILITIES: NONE

MUNICIPAL ATTORNEY: Mr. Anthony stated he sent letters to Alfred Vail to close contacting employees and contact Committeepersons. He stated employees were not authorized to do certain things and most towns had administrators and he did not see the need to hire an administrator but if the Committee approved to do that then they would. He also stated there was a resolution on the agenda to change the way they would pick up recyclables. He stated Mr. Wall felt he could do it in house and take to appropriate company in Tinton Falls under his salary because if they went out for contract it would be more.

PUBLIC WORKS: Deputy Mayor Jennings read the Public Works Report in its entirety:

SAFETY AND NEIGHBORHOOD WATCH: NONE

PUBLIC WORKS REPORT

April 1, 2021

On a daily basis the municipal building was cleaned and garbage discarded.

Removed mold in men's bathroom. Removed rotted metal studs and replaced. Fixed plumbing behind walls. Fixed floor drain. Put up new sheet rock. Started to install all new fixtures in bathroom. Got estimate to get sewer line cleaned and set up to get it done. Kept up with having them repair the curbs and sidewalks.

ORDINANCE(S)

**Township of Shrewsbury
Ordinance #2021-03**

REVISED SALARY ORDINANCE TOWNSHIP OF SHREWSBURY

AN ORDINANCE TO AMEND ORDINANCE 2020-05 ENTITLED "AN ORDINANCE FIXING SALARY AND COMPENSATION OF CERTAIN OFFICES, POSITIONS AND EMPLOYEES IN THE TOWNSHIP OF SHREWSBURY, COUNTY OF MONMOUTH, STATE OF NEW JERSEY FOR THE YEAR 2021" AND THEREAFTER KNOWN BY ITS SHORT NAME AS 'SHREWSBURY TOWNSHIP SALARY ORDINANCE'

APPROVED ON FIRST READING: March 13, 2021
 APPROVED, PASSED AND ADOPTED: April 13, 2021

RESOLUTIONS-

TOWNSHIP OF SHREWSBURY

Resolution #2021-46

INCREASE 2021 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 the 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 Borough 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 2021 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 \$263,619.04, in addition to the temporary budgets adopted January 1, 2021 in the amount of \$367,601.46 for a total Year to Date Temporary Budget of \$ 631,220.50, and,

NOW THEREFORE BE IT RESOLVED by the Township Committee 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 2021, and that in accordance with the Statute such item of appropriation will be included in the 2021 budget as finally adopted.

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

			increase	
		2021	4/13/21	total
TEMPORARY APPROPRIATIONS – CY2021				
GENERAL ADMINISTRATION				
Salaries and Wages		12,000.00	12,000.00	24,000.00
Other Expenses		10,000.00	7,500.00	17,500.00
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	9,000.00	18,000.00
Other Expenses		2,060.00	2,440.00	4,500.00
FINANCIAL ADMINISTRATION				
Salaries and wages		6,000.00	6,000.00	12,000.00
Other Expenses		4,500.00	4,000.00	8,500.00
AUDIT SERVICES		4,000.00	12,500.00	16,500.00
TAX COLLECTION				
Salaries and wages		1,500.00	1,500.00	3,000.00
Other Expenses		500.00	500.00	1,000.00
TAX ASSESSMENT ADMINISTRATION				
Salaries and wages		2,250.00	2,250.00	4,500.00
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		4,000.00	4,000.00	8,000.00
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		12,282.00	5,608.00	17,890.00
WORKMEN'S COMPENSATION INSURANCE				
Other Expenses		2,909.00	10,525.00	13,434.00
EMPLOYEE GROUP HEALTH INSURANCE				
Other Expenses		20,000.00	20,000.00	40,000.00
UNEMPLOYMENT INSURANCE				
Other Expenses		250.00	250.00	500.00
PUBLIC SAFETY FUNCTIONS				
O.E.M.				
Salaries and wages		500.00	500.00	1,000.00
Other Expenses		100.00	100.00	200.00
UNIFORM FIRE SAFETY ACT (P.L.1983,Ch.383)				
FIRE OFFICAL				
Salaries and wages		375.00	375.00	750.00
PUBLIC WORKS				
STREETS & ROADS MAINTENANCE				
Salaries and wages		18,000.00	18,000.00	36,000.00

Other Expenses		10,000.00	10,000.00	20,000.00
RECYCLING PROGRAM				
Other Expenses		2,000.00	2,000.00	4,000.00
BUILDINGS & GROUNDS				
Other Expenses		16,750.00	16,750.00	33,500.00
SOLID WASTE COLLECTION				
Garbage & Trash Other Expenses		750.00	750.00	1,500.00
Bulk Container		100.00	1,400.00	1,500.00
HEALTH & WELFARE SERVICES				
VITAL STATISTICS				
Other Expenses		125.00	125.00	250.00
ANIMAL SERVICES				
Other Expenses		200.00	200.00	400.00
PARKS & RECREATION				
RECREATION SERVICES & PROGRAMS				
Salaries and wages		1,250.00	1,250.00	2,500.00
Other Expenses		750.00	750.00	1,500.00
CELEBRATION of PUBLIC EVENTS				
Other Expense		500.00	500.00	1,000.00
SENIOR CITIZENS				
Other Expenses – SCAT		1,000.00	1,000.00	2,000.00
Other Expenses		250.00	250.00	500.00
UTILITIES				
ELECTRIC		3,000.00	3,000.00	6,000.00
STREET LIGHTING		2,500.00	2,500.00	5,000.00
TELEPHONE		1,500.00	1,500.00	3,000.00
WATER		600.00	600.00	1,200.00
NATURAL GAS		4,000.00	4,000.00	8,000.00
FIRE HYDRANT		1,750.00	1,750.00	3,500.00
SANITARY LANDFILL			1,000.00	1,000.00
STATUTORY EXPENDITURES				
CONTRIBUTIONS TO:				
PUBLIC EMPLOYEES PENSION		1,000.00	13,314.00	14,314.00
SOCIAL SECURITY SYSTEM		3,000.00	3,000.00	6,000.00
UTILITY EXPENSES & BULK PURCHASES				
SEWERAGE PROCESSING				
Other Expenses		54,600.00	54,500.00	109,100.00
SHARED SERVICE AGREEMENTS				
BOROUGH OF RED BANK				
COURT SERVICES		1,000.00	1,000.00	2,000.00
EATONTOWN BORO FIRE		2,500.00	2,500.00	5,000.00
DEPARTMENT SERVICES				
MONMOUTH COUNTY 911		3,400.00	0.00	3,400.00

TOWNSHIP OF NEPTUNE		2,567.96	3,432.04	6,000.00
CLERK SERVICES				
RECYCLING TONNAGE GRANT		0.00	0.00	0.00
TOTAL CURRENT FUND				
TEMPORARY BUDGET		244,818.96	263,619.04	508,438.00
TEMPORARY BUDGET EXCEPTIONS				
PRINCIPAL & INTEREST DUE 2020		121,562.50	0.00	121,562.50
SPECIAL EMERGENCY NOTES PAYABLE 2019		0.00	0.00	0.00
CAPITAL LEASE DUE MCIA		1,220.00	0.00	1,220.00
TOTAL TEMPORARY BUDGET				
EXCEPTIONS		122,782.50	0.00	122,782.50
		367,601.46	263,619.04	631,220.50
TOTAL TEMPORARY BUDGET				

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

TOWNSHIP OF SHREWSBURY

Resolution #2021-47

A RESOLUTION TO UTILIZE THE THREE-YEAR AVERAGE METHOD IN COMPUTING CERTAIN REVENUES IN THE 2021 MUNICIPAL BUDGET

WHEREAS, State of NJ P.L. 2020, Chapter 74, Section 1 amends N.J.S.A 40A:4-26 to state that “when a public health emergency pursuant to the “Emergency Health Powers Act,” P.L.2005, c.222 (C.26:13-1 et seq.), or a state of emergency, pursuant to P.L.1942, c.251 (C.App.A:9-33 et seq.), or both, has been declared by the Governor in response to COVID-19, the Director of the Division of Local Government Services may promulgate general guidance modifying the standard for anticipated revenues when the amount realized in cash from the same source during the next preceding fiscal year experienced reductions due to COVID-19.”; and.,

WHEREAS, the Director of the Division of Local Government Services has issued guidance allowing for the use of a three-year average of prior year revenue realized for miscellaneous revenues anticipated in the 2021 budget; and,

WHEREAS, the need to use the three-year average method to compute certain anticipated revenues in the 2021 Budget Year is beneficial to the Borough, as well as necessary; and,

WHEREAS, the selected anticipated revenues, and the three-year average amounts are as follows:

**Miscellaneous Revenue Anticipated Average Revenue Realized – Prior 3 Years
(Maximum Allowable in 2021 Budget)**

FEES AND PERMITS-	\$4,619.89
MUN CT FINES AND COSTS	\$ 901.94

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Township of Shrewsbury, NJ that it approves the utilization of the three-year average method in computing certain anticipated revenues in the Borough’s 2021 Municipal Budget;

BE IT FURTHER RESOLVED that a certified copy of this resolution is to be forwarded to the Director of the

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-48

INTRODUCE THE 2021 MUNICIPAL BUDGET

BE IT RESOLVED, that the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2021:

General Appropriations for:

Appropriations within "CAPS"
Municipal Purposes \$ 610,989.00

Appropriations excluded from "CAPS":
Municipal Purposes \$ 500,693.15

Reserve for Uncollected Taxes \$ 38,249.61

Total General Appropriations \$ 1,149,931.76

Less: Anticipated Revenues other than current property tax \$ 255,175.00

Difference: Amount to be raised by Taxes for Support of Municipal Budget as follows:

Local tax for Municipal Purposes including Reserve for Uncollected Taxes \$ 894,756.76

BE IT ALSO RESOLVED, that said Budget be published in the Two River Times in the issue of April 22, 2021; and

BE IT FURTHER RESOLVED, that the Governing Body of the Township of Shrewsbury does hereby approve the following as the Budget for the year 2021.

BE IT FINALLY RESOLVED that a Hearing on the Budget and Tax Resolution will be held at Shrewsbury Township Municipal Building on May 11, at 6:00 p.m. at which time and place objections to said Budget and Tax Resolution for the year 2021 may be presented by taxpayers or other interested persons.

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

Township of Shrewsbury

Resolution #2021-49

Resolution of the Township of Shrewsbury, County of Monmouth, State of New Jersey, Setting 2021 Salaries

WHEREAS, the Township of Shrewsbury Township Committee has approved the 2021 Salary Ordinance, and

WHEREAS, the Township Committee must set individual employee's salaries within the approved range, **WHEREAS**, the Chief Municipal Finance Officer has certified that funds will be available in the 2021 Township of Shrewsbury Budget.

NOW THEREFORE LET IT BE RESOLVED the following salaries are set effective January 1, 2021 prorated, within the approved salary ranges:

Mayor	Glennwood Puhak	\$ 3,287.40 per year
Township Committee Members	Lester Jennings	\$ 2,706.05 per year
	Lynda Lettice	\$ 2,706.05 per year

Chief Municipal Finance Officer	Thomas Seaman	\$ 16,320.00 per year
Municipal Clerk /Registrar	Pamela Howard	\$ 31.62 per hour
Web Maintenance Manager	Pamela Howard	\$ 1,020.00 per year
Deputy Registrar	Katrina Thornton	\$ 250.00 per year

Tax Collector	Theresa Davis	\$ 4,080.00 per year
Qualified Purchasing Agent	Theresa Davis	\$ 510.00 per year
Tax Assessor	Gerald J. Briscione	\$ 9,235.00 per year
Administrative Assistant/ Bookkeeper	Katrina Thornton	\$ 48,960.00 per year
Housing Officer	Thomas Welsh	\$ 6,632.55 per year
Code Enforcement Officer	Thomas Welsh	\$ 3,448.93 per year
Part Time Public Works		\$ 15.00 per hour
Full Time Public Works Supervisor	Ken Wall	\$ 25.00 per hour
Recreation Director	Rich Brunson	\$ 4,896.00 per year
Deputy OEM Coordinator	Thomas Welsh	\$ 1,040.00 per year
Fire Official	Thomas Welsh	\$ 765.00 per year
Recreation Program Counselor/ Coordinator of Celebration of Public Events	Katrina Thornton	\$ 15.50 per hour

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-50

AUTHORIZE SHARED SERVICE AGREEMENT BETWEEN THE BOROUGH OF RED BANK AND THE TOWNSHIP OF SHREWSBURY FOR CERTIFIED ANIMAL CONTROL OFFICER SERVICES

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 and the Borough of Red Bank entered into an Agreement for 2018 through 2020 for Certified Animal Control Officer Services, whereby the Borough of Red Bank provided said services to Shrewsbury Township for the sum of \$1,822.88 for the year 2018; \$1,887.86 for the year 2019 and \$1,944.50 for the year 2020; and the municipalities would like to continue the Shared Service Agreement with a new requested rate of \$2,000.00 for the year 2021.

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 authorized a Shared Service Agreement with the Borough of Red Bank for Animal Control Officer services at the rate of \$2,000.00 for the year 2021; said charges of which shall be prorated on a quarterly basis for the duration of the Agreement. This Agreement shall begin January 1, 2021 and end December 31, 2021; unless extended by subsequent resolution.

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

TOWNSHIP OF SHREWSBURY

Resolution #2021-51

RESOLUTION AUTHORIZING PURCHASE SWITCH-N-GO 11FT. DUMPSTER

WHEREAS, the Township of Shrewsbury, in its Public Works Department is need of a second dumpster; especially if it undertakes recycling in Shrewsbury Township; and

WHEREAS, pursuant to N.J.S.A. 40A:11-3, Shrewsbury Township, may without advertising for bids, purchase any goods or services under any contract or contracts which are below the Public Bidding Threshold, and after seeking quote for which the subject dumpster for a price of \$4,150.00 satisfies the same; without public bidding; and

WHEREAS, the Chief Financial Officer certifies the availability of funds not to exceed \$4,150.00, plus \$150.00 delivery charge. Said Certification of the Chief Financial Officer is available at the Clerk's Office for examination; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, that the governing body hereby authorizes the purchase of one Switch-and-go 11 foot dumpster body; 53 inches side height; 15 yards; single swing rear door; formed top rail; no seal seam and we paint exterior from Good Year Motors, located at 86 US Highway 46, Lodi, New Jersey 07644 for a unit price of \$4,150.00 plus \$150.00 delivery charge; for a total of \$4,300.00 under item No. 6170004.

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

TOWNSHIP OF SHREWSBURY

Resolution #2021-52

AUTHORIZE THE TOWNSHIP COMMITTEE TO PROVIDE IN-HOUSE PUBLIC WORKS RECYCLING SERVICES FOR SHREWSBURY TOWNSHIP INSTEAD OF SEEKING OUTSIDE CONTRACT

WHEREAS, the Township Committee of the Township of Shrewsbury in the past has entered into contracts with various Waste Management Service Companies; and

WHEREAS, the Township Committee of the Township of Shrewsbury now feels that the Public Works Department can handle all recycling needs previously handled for Shrewsbury Township by an outside contractor, and hereby authorizes not to go out to bid for a contract and instead to handle recycling in-house; and,

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Township Committee of the Township of Shrewsbury hereby authorizes the Public Works Department to undertake the recycling needs of Shrewsbury Township and disposal of all recyclables as part of its duties in Shrewsbury Township, and has advised the Municipal Attorney not to prepare specifications to go out to bid for a contract for recycling services by an outside contractor.

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

Township of Shrewsbury

Resolution #2021-53

AUTHORIZE THE REFUND OF TAX PAYMENT

WHEREAS, the Tax Collector received a payment for taxes in error from Timios Mortgage Company, 5716 Corsa Avenue, Suite 102, Westlake California 91362; and,

WHEREAS the Tax Collector has recommended that said payment in the amount of \$1673.80 be refunded; and,

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Shrewsbury County of Monmouth, State of New Jersey, that the tax payment is hereby refunded from Account #1-01-55-001-261 based upon the recommendation of the Tax Collector:

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

Township of Shrewsbury

Resolution #2021-54

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the ,Bills in the amount of \$ 198,015.79 .

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

New Business:

Mayor Puhak stated the situation with the watermain breaks have come to a heard and he's sick of it. He stated Maser has made a proposal and He wanted to vote on it. He stated he wanted to make it a huge priority.

Mr. Anthony stated the proposal by Maser required several steps. He asked if he's spoken to the CFO as to where they would get the money. He stated he thought the Township was capped out as far as bonds were concerned and the only other choice is to do an emergency appropriation.

Mayor Puhak stated enough was enough. He was concerned that this would lower the value of the residents property and no one would want to move into the Township.

Mr. Anthony stated he would have to speak with Tom Seaman and Bill White regarding this.

Public Portion:

James Vervoort 117 Barker Avenue stated at the last meeting discussion was made regarding the access road being paved.

Mayor Puhak stated he did not think that would be done.

Mr. Anthony stated Mr. Wall has been asking for a better gate. He stated they did not have plans to pave that area. He stated Mr. Walls concerns were that people were dumping and that we should get a better gate.

Mr. Vervoort stated if you open that road up tons of water would come rushing through. He stated bigger pipes and storm drains would have to be put in.

Mr. Wall stated he did not perceive leaving an opening because people would still go through. He stated they needed a recess curb like it's handicap. It eliminates 5ft opening.

Mr. Anthony stated quotes would be needed for gates.

Robin Kane, 84 Belshaw thanked Mr. Wall and Deputy Mayor Jennings for being out and helping with the main break. She stated as far as the water line NJAWC was thinking of making us as part of a pilot plan.

Mr. Anthony stated they've been discussing that win Senator Vin Gopal.

Mrs. Kane also stated the ambulance was a major issue. She stated two weeks a go a neighbor past away and RWJ showed up with their ambulance. It took a half and hour to forty five minutes for help. She died and was only 36 years old.

Mr. Anthony stated he had a meeting win Senator Gopal and RWJ and they gave him an agreement that they would do it because he was in talks with Tinton Falls North. He stated a lot of ambulance have closed because of the lack of volunteers. He stated all the ones he contacted could not do it.

Mrs. Kane stated that by the Township not having a squad is a liability.

Mr. Anthony stated it is only if they do not do anything and he's looking to get someone and pay them.

Katrina Thornton stated they were working on the lights between 75 Barker and 96/98 Belshaw. She stated Mr. Wall was looking for Solar.

Mr. Wall stated he would look into it tomorrow.

Theresa Meire, 18 Belshaw questioned the status of creating a pollinator in Nagle park.

Mayor Puhak suggested putting it in the Center Island.

Ms. Meire stated it was not as ideal as the field but she could water it and put wild flower there

Mr. Anthony stated this would fall under building and Maintenance and suggested she speak with Mr. Wall and Mrs. Lettice so that they could all meet.

DATE OF NEXT MEETING – Regular Township Committee Meeting – April 20 , 2021 at 6pm

ADJOURNMENT

– Do I hear a motion to adjourn the meeting? Moved by Mayor Puhak seconded by Deputy Mayor Jennings.

Ms. Lettice, Deputy Mayor Jennings and Mayor Glenwood Puhak.

May 18,, 2021

Respectfully submitted,

Pamela Howard, RMC,CMR
Municipal Clerk