



**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**

**September 21, 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 Asbury Park Press on September 2, 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:** Committeewoman 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**

Regular Meeting Minutes – August 17, 2021

Moved by Mayor Puhak, seconded by Mrs. Lettice  
Mrs. Lettice, Mr. Jennings and Mayor Puhak

**CORRESPONDENCE – NONE**

**REPORTS -**

**FINANCE –** Ms. Howard stated she spoke with the Chief Financial Officer and he stated the Township has \$20,000 for codification and we may have to start the process all over again and find someone that will do it for that amount.

**HOUSING INSPECTOR/CODE ENFORCEMENT: NONE**

**RECREATION: NONE**

**UTILITIES: NONE**

**MUNICIPAL ATTORNEY:** Mr. Anthony stated he's established a shared service agreement for EMS with Red Bank and it's in place and working. He stated 911 has been made aware and the contract was good until the end of the year. It will be used as a test pilot and will be better than anticipated. They hope to renew it next year.

Mr. Anthony stated the Municipal Court agreement is up at the end of the year. He sent letters out and once approved a resolution will be on the January 1<sup>st</sup> meeting. He also stated at the last meeting the Township authorized a contract with Sakoutis Garbage Disposal but they could not come through so the Township must authorize a new vendor.

Mr. Anthony also announced that the Township Committee meeting in November falls during the week of the League of Municipalities and he will not be here. He recommended they change the date to November 9<sup>th</sup>. The Committee agreed to have the meeting on November 9<sup>th</sup> at 6pm and the Rent Leveling Board would be held on the same date at 4pm.

**PUBLIC WORKS:** Deputy Mayor Jennings read Mr. Walls report in its entirety.

# PUBLIC WORKS REPORT

September 1, 2021

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

Trimmed bushes at main building. Planted mums. Cleaned up brush on paper road and limbs in park. Painted lines in the repaved parking pods on Barker Ave. Bulk pickup. Finished up girl's bathroom remodel. Got roads cleaned by county with street sweeper. Ordered parts for the leaf vac. Dumped cardboard. Cleaned in side shop. Washed pickup truck.

Submitted by Kenneth Wall, Public Works Department

SAFETY AND NEIGHBORHOOD WATCH: NONE

ORDINANCE(S) -NONE

RESOLUTIONS –

Township of Shrewsbury

Resolution #2021-87

## APPLY TO THE DIVISION OF LOCAL GOVERNMENT SERVICES FOR A MUNICIPAL EXEMPTION FROM THE REQUIREMENT TO APPOINT A PRINCIPAL PUBLIC WORKS MANAGER

**WHEREAS**, the Township of Shrewsbury conducts minimal public works activities; and,

**WHEREAS**, application has to be made to the Division of Local Government Services for a municipal exemption from the requirement to appoint a Principal Public Works Manager under NJSA 40A:9-154.6(g) et.seq.

**NOW, THEREFORE BE IT RESOLVED**, that an application for the municipal exemption from the requirement to appoint a Principal Public Works Manager be completed and submitted by the Township of Shrewsbury to the Division of Local Government Services within thirty days of the date of the within resolution.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-88

## RESOLUTION AUTHORIZING CONTRACT FOR FURNISHING OF LABOR AND EQUIPMENT AND SERVICES FOR THE COLLECTION, REMOVAL AND DISPOSAL OF GARBAGE AND TRASH FOR TOWNSHIP OF SHREWSBURY

**WHEREAS**, the voters of Shrewsbury Township voted in 2011 not to exceed the 2% tax levy cap; and

**WHEREAS**, as a result of the aforesaid action and the need to cut expenses, the Township Committee passed Ordinance No. 7.12.11 rescinding the prior Municipal Ordinance providing for municipal garbage and trash collection, thus eliminating public and municipal garbage and trash collection for all private residences; and

**WHEREAS**, the Township Committee passed Resolution 11-45, authorizing notification to Alfred Vail Mutual Association, Shrewsbury Arms and Shrewsbury Woods of the discontinuance of public garbage collection; and

**WHEREAS**, the discontinuance of public garbage and trash collection still required the municipality to seek a contract for garbage and trash collection for its own municipal facilities and property, and the Township Committee authorized the Municipal Attorney to seek quotes from available sanitation disposal companies for limited garbage/solid waste pickup for the Township's municipal facility, as well as bulky

trash pickup for the municipal government only, which in the Chief Financial Officer's opinion, could be obtained for below the bid threshold required for public bidding and even below the threshold for seeking quotes; and

**WHEREAS**, a prior contract for garbage collection, originally with M&S Waste Services and its successors ended on June 1, 2021, and Ken Wall, the Public Works Employee sought quotes for garbage and trash collection; with one contractor not responding and one contractor significantly high and the third contractor being the most reasonable, namely Sakoutis Brothers Disposal of Colts Neck, New Jersey. Based on the Public Works Employee's recommendation, the Township Committee authorized a contract with Sakoutis Brothers Disposal on August 17, 2021; but as it turned out, Sakoutis thereafter was unwilling to perform the service previously quoted, and Ken Wall, based on prior authorization was requested to seek quotes again; and

**WHEREAS**, Ken Wall received a quote from Delisa Waste Services for a four-yard container for trash pickup one-time per week for \$140.00 per month, with a one-time delivery fee of \$50.00 per container on September 2, 2021; a quote from Waste Management for a six-yard container for trash pickup every other week at \$147.00 per month on September 2, 2021 and a quote from Republic Services on August 24, 2021 for a six-yard container at \$113.61 per month with a one-time delivery charge of \$40.57, with pickup every other week; and

**WHEREAS**, the Township Attorney and the Chief Financial Officer have recommended a contract based on the last quotes with Republic services with a base rate of \$84.00 per month for one six-yard container plus environmental recovery fees of \$29.61 for a total per month of \$113.61 and a one-time delivery fee of \$40.57, with pickup every other week; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds will be available and appropriated in the amount of \$113.61 per month or \$1,363.32 per year, as evidenced by the Chief Financial Officer's Certification, a true copy of which is available in the Clerk's Office.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey, that the Township Committee hereby authorizes the Mayor and Clerk to execute a new contract with Republic Services, with a local office located at 1861 Wayside Road, Tinton Falls, NJ 07724 and an email address of [tmilmoe@republicservices.com](mailto:tmilmoe@republicservices.com), commencing October 1, 2021 and ending December 31, 2021; for \$113.61 per month, with a new contract to be approved in January, 2022 for the year 2022 by separate Resolution; if available at the same quoted price.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-89

**ACCEPT THE RESIGNATION OF ADAM HUBENY  
AS CERTIFIED RECYCLING COORDINATOR**

**WHEREAS**, Adam Hubeny, has held the position of Recycling Coordinator in Shrewsbury Township; and

**WHEREAS**, on September 13, 2021, Mr. Hubeny submitted his letter of resignation effective October 15, 2021.

**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 Adam Hubeny as Recycling Coordinator of Shrewsbury Township effective October 15, 2021.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-90

**RESOLUTION AUTHORIZING THAT A BID OPPORTUNITY BE RE-ADVERTISED FOR A CONTRACT FOR A LICENSED WATER OPERATOR**

**WHEREAS**, the Township of Shrewsbury needs a licensed water operator or licensed water operating service in compliance with New Jersey Department of Environmental Protection requirements with regard to water sampling and reporting, and other related actions in protecting the Township’s water system; and

**WHEREAS**, this is the second bidding of the matter due to lack of response and;

**WHEREAS**, the Township of Shrewsbury intends to advertise for bids pursuant to N.J.S.A. 40A:11-23 in order to procure the best contract for a licensed water operator or licensed water operating service; and

**WHEREAS**, specifications have been drawn in a manner to encourage free, open and competitive bidding pursuant to N.J.S.A. 40A:11-9.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey, hereby authorizes that a notice to bidders be published and advertised in order to seek a contract for a licensed water operator or licensed water operating service, and bids be sought in accordance with State Statute and specifications drawn and hereby approved by the Township Committee of the Township of Shrewsbury, a true copy of said specifications are attached hereto as Exhibit A.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-91

**RESOLUTION AUTHORIZING REFUND OF A TAX OVERPAYMENT FOR BLOCK 1, LOT 374/374 CRAWFORD STREET**

**WHEREAS**, it has been determined by the Tax Collector that the prior owner Sharon Holmes of Block 1, Lot 374 with an address of 374 Crawford Street made a duplicate payment for third quarter taxes on May 10, 2021; and,

**WHEREAS**, it is the desire of the Governing Body to have this overpayment returned to Sharon Holmes in the amount of \$744.17; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that a refund in the amount of \$744.17 be returned to Sharon Holmes, P.O. Box 413, Colts Neck NJ 07722; and,

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution, be forwarded to the Tax Collector, Finance Officer and Bookkeeper.

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

Township of Shrewsbury

Resolution #2021-92

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of \$ 144,778.80 .

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-93

**RESOLUTION FOR CLOSED SESSION UNDER THE OPEN PUBLIC MEETINGS ACT**

**WHEREAS**, the Open Public Meetings Act permits the Township Committee of the Township of Shrewsbury to exclude the public when certain matters are to be discussed.

**NOW, THEREFORE BE IT RESOLVED**, that in accordance with the provisions of the Open Public Meetings Act, the Mayor and Township Committee of the Township of Shrewsbury shall have a closed session for purposes of discussing the personnel issue involving the job performance of Keontae Wiggins; and,

**BE IT FURTHER RESOLVED**, that matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer, shall be discussed.

1. More particularly, such matters shall be discussed concerning personnel matters; including the job performance of Keontae Wiggins.

**BE IT FURTHER RESOLVED**, that the public shall be informed of the results of the closed session at the continuation of the present public meeting, or at the next public meeting of the Mayor and Township Committee, or as soon thereafter as possible.

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

**NEW BUSINESS –**

Mayor Puhak stated Mr. Anthony deserved credit for getting EMS service.

Mr. Anthony stated it was his job.

**OLD BUSINESS – NONE**

**PUBLIC PORTION:**

Robin Kane 84 Belshaw thanked Mr. Anthony for getting EMS to come into the Township. She thanked both Ken Wall and Keontae Wiggins for doing a great job with the bulk pick up. She stated she had questions about cardboard pick up and 3pm-7pm was a difficult time to drop off.

Mr. Wall stated the County was iffy and they were in the process putting something there.

Mrs. Kane stated that Recycling was working well. She also questioned who was taking over the water system.

Mr. Anthony stated there was a process for a public hearing for a consensus in order to go ahead.

Mrs. Kane questioned whether there was any movement on the power lines.

Mr. Anthony stated not yet.

Mrs. Lettice offered a motion to close the public hearing, moved and seconded by Mayor Puhak. All were in favor.

**DATE OF NEXT MEETING – Regular Township Committee Meeting – October 19 , 2021 at 6pm**

**ADJOURNMENT**

**– Do I hear a motion to adjourn the meeting? Moved by Mayor Puhak seconded by Mrs. Lettice. Ms. Lettice, Deputy Mayor Jennings and Mayor Glenwood Puhak.**

October 19, 2021

Respectfully Submitted,

Pamela Howard, RMC,CMR  
Municipal Clerk