



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

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

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Shrewsbury Township Committee

October 13, 2020

REGULAR MEETING - 4:00 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 August 10, 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: 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 – 9/8/2020 & 9/29/2020

Moved by Mayor Puhak, seconded by Deputy Mayor Jennings
Ayes –Ms. Lettice, Mr. Jennings and Mayor Puhak

CORRESPONDENCE – NONE

REPORTS -

FINANCE – Mr. Anthony discussed the Best Practices inventory that was on the meeting agenda and stated that every year some items did not apply to the Township and is required in order for the municipality to receive 5% of State funding. He stated the Township needed a score of at least 16. He went over the inventory list and recommended the CFO make several changes as they did apply to the Township.

HOUSING INSPECTOR/CODE ENFORCEMENT: NONE

RECREATION: Mr. Brunson stated he was planning a Meet and Greet with the Director. He discussed the use of the gym and having volunteers. He stated the gym is currently being used by Empower Dance from October- November and next week they would institute non- contact shooting. Gym will be used at the discretion of the Township. There will only be practice and non contact.

UTILITIES: Mayor Puhak stated the Township they were still looking for funding for AVMA.

MUNICIPAL ATTORNEY: Mr. Anthony stated Mr. Wall the new Public Work's employee started working today. Katrina Thornton is on board and we are moving ahead. He stated the Shared Service for Eatontown is up at the end of the year. Eatontown must do an evaluation and he would like to contact their attorney.

PUBLIC WORKS: Deputy Mayor Jennings stated Public Works needed the leaf blower fixed and he received two estimates.

Mayor Puhak questioned whether they've looked into the cost of using bags.

Deputy Mayor Jennings stated no and that they wanted the leaf blower fixed

Mr. Anthony questioned how much would it cost to get a new leaf blower,

Deputy Mayor Jennings stated approximately \$60,000 or more.

Mr. Anthony stated they could purchase it if Mr. Seaman said the funds were available. He stated Ms. Thornton would follow up with Mr. Seaman.

Ms. Howard stated Mr. Wall was great and was willing to go above the call of duty.

Bill Spengeman, 143 Belshaw, stated Point Pleasant Beach Boro appointed Michael Szeman, the new hire in Public Works on August 4th. He suggested the Township do investigative research on the internet for the prospective new hires.

Mr. Anthony stated the second person in line for the position was Kenneth Wall who is willing to take the job and that's Resolution #114.

SAFETY AND NEIGHBORHOOD WATCH: NONE

BEST PRACTICES INVENTORY

Mr. Anthony read over the Best Practices Inventory and recommended changes to 38 (b), (c) and (e). The Public had no comments.

RESOLUTIONS-

TOWNSHIP OF SHREWSBURY

RESOLUTION #2020-118

BEST PRACTICES INVENTORY ACKNOWLEDGEMENT

WHEREAS, the State's CY 2020 / SFY 2021 Best Practices Inventory Questionnaire is required to receive the Municipality's final 5% of State funding; and

WHEREAS, the Chief Financial Officer has completed the Best Practices Checklist and has provided the Mayor and Committee with a copy of said document; and

WHEREAS, the Municipal Governing Body must discuss all of the results of the Best Practices Inventory, by law, at a public meeting of the Township Committee, with the inventory results and certification of the same by the Chief Financial Officer and Municipal Clerk referenced in the official minutes of the Township; and,

WHEREAS, this discussion will take place prior to the vote on this resolution; and,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that the checklist was reviewed and accepted, and

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that the Municipal Clerk is hereby directed to include such discussion in the minutes of this meeting and append the 2020 Best Practices Inventory to the minutes of the October 13, 2020 meeting; and,

BE IT FURTHER RESOLVED, that the Municipal Clerk and Chief Financial Officer will certify to the Division of Local Government Services that the Best Practice Checklist for the Township of Shrewsbury was approved by the governing body at the committee of October 13, 2020.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2020-119

**INCREASE BID AND QUOTATION THRESHOLDS PURSUANT TO
STATE REGULATION**

WHEREAS, pursuant to N.J.S.A. 40A:11-3(c) and 18A:18A-3(b), the State Treasurer has exercised his authority to adjust the bid thresholds for awarding contracts by various contracting units; and,

WHEREAS, the Township of Shrewsbury has appointed a Qualified Purchasing Agent pursuant to N.J.S.A. 40A:11-9(b) and therefore can increase the maximum bid threshold from \$40,000 to \$44,000 and the maximum quotation threshold to 15% of the bid threshold, or \$6,600,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury that the maximum bid threshold is hereby established at \$44,000 and the maximum quotation threshold is hereby established at \$6,600 in connection with purchases and contracts by the Township of Shrewsbury in accordance with action taken by the State Treasurer pursuant to N.J.S.A. 40A:11-3(c) and 18A:18A-3(b); and,

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

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2020-120

**AWARD CONTRACT TO EARLE ASPHALT COMPANY FOR
CRAWFORD STREET ROADWAY IMPROVEMENTS**

WHEREAS, on September 29, 2020, the Township Engineer received bids for the award of a contract for Crawford Street roadway improvements; and,

WHEREAS, said bids were reviewed by the Township Engineer who has recommended that the bid be awarded to the lowest bid submitted by Earle Asphalt Company; and,

WHEREAS, said bids were advertised, received and reviewed in a “fair and open” competitive bidding process in accordance with the Open Public Contracts Law; and,

WHEREAS, funds will be provided in the annual municipal budget, in the appropriation entitled C-04-55-218-001 and the Chief Financial Officer has so certified in writing; and,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, that a contract be awarded to Earle Asphalt Company for Crawford Street Roadway Improvements based on their lowest responsible bid of \$278,913.13.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Chief Financial Officer and the Public Works Department.

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

Township of Shrewsbury

RESOLUTION #2020-121

AUTHORIZE USE OF THE MUNICIPAL GYMNASIUM BY EMPOWER DANCE COMPANY

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

WHEREAS, use of the municipal gymnasium has been requested by Empower Dance Company for dance classes, and

WHEREAS, Empower Dance Company has provided the Township of Shrewsbury with the appropriate certificate of insurance, and

WHEREAS, the required deposit of \$250 and the hourly fee of \$40 per hour has been received; 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 the Empower Dane Company, on October 15, 17, 20, 22, 24, 27, 29, 31; November 5, 7, 10, 12, 14, 17, 19, 21, 24, 28 , Tues/Thurs from 5PM to 7PM, Sats. 10:30AM-12:30PM.

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

Township of Shrewsbury

Resolution #2020-122

AUTHORIZE A CURFEW IN THE TOWNSHIP OF SHREWSBURY FOR OCTOBER 30 & 31, 2020

WHEREAS, it has been determined to be in the best interest of the Township of Shrewsbury to impose a curfew for all persons under the age of eighteen (18) years old on October 30, 2020 (Mischief Night) and October 31, 2020 (Halloween);

NOW, THEREFORE, BE IT RESOLVED, by the Township of Shrewsbury that a curfew for all persons under the age of eighteen (18) years old within the boundaries of the Township of Shrewsbury be imposed on October 30, 2020 and October 31, 2020 at 8:00 PM; and

BE IT FURTHER RESOLVED, that such curfew be strictly adhered to and strictly enforced.

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

Township of Shrewsbury

Resolution #2020-123

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of \$ 285,100.12 .

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

NEW BUSINESS – Mayor Puhak questioned whether the Township could look into getting direct deposit of payroll checks. Katrina Thornton explained the process.

OLD BUSINESS – NONE

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

Bill Spengeman 143 Belshaw questioned the relationship the Township had with Eatontown as far as shared services and the Best Practices report.

Mr. Anthony stated the Township has a contract with Eatontown. After last January we went part-time because they have to work in other municipalities

Mr. Spengeman stated at the last meeting a resident raised concerns regarding down wires.

Mr. Anthony stated he would have Bill White look into it.

Mr. Spengeman questioned the title of the new public works employee.

Mr. Anthony stated he was a full time worker with no title.

Mr. Spengeman stated the salary ordinance says supervisor.

Mr. Anthony stated he would have to look into it.

Mr. Spengeman also spoke regarding the codification of Township ordinances because they are currently a mess.

Mr. Anthony stated in 1990 he was asked to codify which he did. Sue Veitengruber contacted a company too organize and put in a booklet.

Ms. Thornton looked to see if the company Coded Systems ever received payment and they did not.

Mr. Spengeman questioned the hours of Public Works.

Mr. Anthony stated 40 hours per week 7am-3:30pm

Robin Kane 84 Belshaw stated she was sorry she missed the last meeting and that the light at 66 Belshaw was still not on. She also questioned what would have to be done to have the old pole removed.

Mayor Puhak stated he would speak to Bill White.

Mrs. Kane stated it was a Verizon pole.

Ms. Lettice stated she would follow up regarding it.

Mrs. Kane questioned the difference in price and the qualifications for the person fixing the leaf machine.

Deputy Mayor Jennings stated the lower one was familiar with the machine and was licensed and the County was the other vendor.

Mrs. Kane raised questions about the sanitizing machine.

Mrs. Thornton stated Mr. Brunson does it every night after every meeting, dance events and in the offices.

Mrs. Kane questioned whether the Township received FEMA money for the last storm.

Mr. Anthony stated Bill White is still looking into it and he would speak with him.

Mrs. Kane stated Dave Dasher has been doing a great job. She also questioned when would the Township go back to evening meetings.

Mayor Puhak stated when the virus lowers.

DATE OF NEXT MEETING – Regular Township Committee Meeting – November 10, 2020 at 4pm

ADJOURNMENT

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

November 10, 2020
Respectfully submitted,

Pamela Howard, RMC,CMR
Municipal Clerk