



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

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

**Phone (732) 542-0572
Fax (732) 935-1348**

Shrewsbury Township Committee

August 18, 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 April 2, 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. Absent: Mayor Puhak.

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

SALUTE TO THE FLAG

APPROVAL OF MINUTES

Regular Meeting Minutes – 7/14/2020

Moved by Ms. Lettice, seconded by Mr. Jennings.
Ayes – Ms. Lettice, Mr. Jennings.

PRESENTATIONS

Assemblyman Eric Houghtaling will presented the family of Mayor Edward Nolan with a Proclamation.

CORRESPONDENCE – NONE

REPORTS -

FINANCE: NONE

HOUSING INSPECTOR/CODE ENFORCEMENT:

Mr. Anthony stated he spoke with Mr. Welsh regarding various issues.

RECREATION:

Rich Brunson, Recreation Director stated he has two people who are requesting the use of the gym. One is a dance group for next summer from June 28th- August 20th for a kids camp. He also reported there was a group in the field doing work outs and are charging

Mrs. Kane stated basketball camps keep our kids out of the gym.

Mr. Brunson stated the camp would be held Monday-Friday 11:30am-3:30pm.

Mrs. Kane stated she would like to have a summer camp for the town's own children.

Mr. Brunson suggested the parents write what they would like for their children to have and they will try and accommodate them.

MUNICIPAL ATTORNEY:

Mr. Anthony stated there was a utility emergency appropriation due to an electrical storm. Two transformers had to be replaced and it's on the agenda as an emergency tonight.

Mayor Puhak stated there were two main breaks and he's in discussion with the engineer to get scope of work that has to be done. He stated the repairs would not be cheap.

Mrs. Kane stated Montana contacted her to make sure everything was moving smoothly and stated he could give an estimate to repair all of the lines.

PUBLIC WORKS:

Mr. Anthony stated he's been participating with the interviews for a Public Works employee and there's one more interview tomorrow. He Hopes to appoint someone by the next meeting. He also stated a company placed clothing bins throughout the town and recommends them move them from the garage.

SAFETY AND NEIGHBORHOOD WATCH: NONE

ORDINANCE(S)

2020-06 APPROVED

ORDINANCE NO. 2020-06

AN ORDINANCE AMENDING ORDINANCE NO. 2020-05 ENTITLED "AN ORDINANCE CREATING AND SETTING THE SALARY RANGE FOR NEW JOB TITLES AND AMENDING THE SALARY RANGES FOR ALL OTHER EXISTING JOB TITLES OF THE TOWNSHIP OF SHREWSBURY" BY CREATING THE POSITIONS OF QUALIFIED PURCHASING AGENT AND WEB MAINTENANCE MANAGER

BE IT ORDAINED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, as follows:

SECTION 1

Ordinance No. 2020-05 be and is hereby amended as follows:

A. The job titles Qualified Purchasing Agent and Web Maintenance Manager are hereby created and the salary ranges for said job titles are established in Section 2 below.

B. The job description for said job titles are on file in the Clerk's Office.

SECTION 2

The salary range for Qualified Purchasing Agent and Web Maintenance Manager are hereby established as follows:

<u>TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Qualified Purchasing Agent	\$ 500.00	\$ 2,000.00
Web Maintenance Manager	\$ 500.00	\$ 1,500.00

SECTION 3

The salary for each position named above shall be established within the aforesaid ranges by adoption of a Resolution of the Township Committee.

SECTION 4

This ordinance shall be effective upon publication in accordance with law.

RESOLUTIONS-

Township of Shrewsbury

Resolution #2020-82

APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE BARKER AVENUE IMPROVEMENTS PHASE 2 PROJECT

NOW, THEREFORE, BE IT RESOLVED that Mayor and Council of the Township of Shrewsbury formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an Electronic grant application identified as MA-2021-Shrewsbury Township-00226 to the New Jersey Department of Transportation on behalf of Township of Shrewsbury.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Shrewsbury and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

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

**Township of Shrewsbury
Resolution #2020-99
Acceptance of the Audit**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant with the Township Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments
Recommendation
Auditors Opinions

And

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the annual audit entitled:

General Comments
Recommendations
Auditors' Opinions

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52-27BB-52 - "A local officer or member of a local governing body, who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provision of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED on this 18th day of August 2020, that the Township Committee of the Township of Shrewsbury hereby states that it has complied with the regulation of the Local Finance Board of the State of New Jersey dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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

**Township of Shrewsbury
Resolution #2020-100**

Approval of the 2019 Corrective Action Plan Resolution

WHEREAS, the 2019 Annual Audit of the Township of Shrewsbury, conducted by Fallon & Larsen, LLP., contained one recommendation requiring action; and

WHEREAS, that recommendation has been reviewed by the Township's Chief Financial Officer; and

WHEREAS, the New Jersey Division of Local Government Services requires a corrective action plan be prepared by the Chief Financial Officer and approved by the Governing Body;

WHEREAS, the Chief Financial Officer, in accordance with the requirements promulgated by the New Jersey Division of Local Government Services, has developed a plan to address the recommendation listed by the auditor; and

WHEREAS, the approved Corrective Action Plan must be submitted to the New Jersey Division of Local Government Services within 60 days from the date the audit is received by the Governing Body;

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Corrective Action Plan for the 2019 Annual Audit, hereto attached, is hereby approved and accepted; and

BE IT FURTHER RESOLVED, that the Municipal Clerk is hereby directed to transmit a certified copy of this resolution and its attachments to the New Jersey Division of Local Government Services.

Finding 2019-01-Payment were made to vendors in an emergency situation that were in excess of the bid threshold and no official emergency action was taken.

Recommendation:

Policies and procedures related to emergency expenditures should be reviewed and implemented

Explanation and Corrective Action:

All expenditures over the bid threshold will go out to bid or be under a state contract. In the case of an emergency purchase there will be an emergency resolution.

Implementation: March 31, 2020

Finding 2019-02-Certain expenditures made from the Clean Communities Grant were not allowable expenditures

Recommendation:

Policies and procedures related to allowable costs should be reviewed and implemented.

Explanation and Corrective Action:

All expenditures allowable to the Clean Communities Grant will be reviewed.

Implementation: May 31, 2020.

Township of Shrewsbury

Resolution #2020-101

**RESOLUTION FOR APPOINTMENT OF TOWNSHIP COMMITTEEPERSONS
AS LIAISONS TO VARIOUS TOWNSHIP DEPARTMENTS**

WHEREAS, usually, during reorganization on January 1st of each year, the Mayor proposes liaisons to various Township Department of Township Committee Members; which was done on January 1, 2020; and

WHEREAS, as a result of Mayor Nolan's resignation and the appointment by the Township Committee of Lynda Lettice, there is a need to provide new liaisons to various Township Departments.

NOW, THEREFORE BE IT RESOLVED, that Mayor Glenwood Puhak proposes, and the Township Committee of the Township of Shrewsbury, Monmouth County and State of New Jersey hereby confirms the appointment of the following Township Committeepersons to serve as liaisons to various Township Departments as follows:

- Finance – Mayor Glenwood Puhak
- Utilities – Mayor Glenwood Puhak
- Legal – Mayor Glenwood Puhak
- Public Works – Deputy Mayor Lester Jennings
- Township Building – Committeewoman Lynda Lettice
- Garbage Disposal – Committeewoman Lynda Lettice
- Insurance – Mayor Glenwood Puhak
- Office – Committeewoman Lynda Lettice
- Engineering – Mayor Glenwood Puhak
- Recycling – Committeewoman Lynda Lettice
- Recreation – Deputy Mayor Lester Jennings
- Personnel – Mayor Glenwood Puhak

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

Township of Shrewsbury

Resolution #2020-102

AUTHORIZE RENEWAL OF LIQUOR LICENSE FOR THE 2020-2021 LICENSING YEAR

WHEREAS, Jaibhagwan, LLC t/a Shrewsbury Mini Mart Deli & Liquor has completed the on-line Alcoholic Beverage Control renewal application, paid the required state and local fees and has been issued a New Jersey Sales Tax Clearance Certificate by the State Division of Taxation; and,

WHEREAS, due to the ongoing pandemic, the State of New Jersey extended the expiration date of the 2019-2020 licensing period from June 30, 2020 to September 30, 2020,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Shrewsbury hereby authorizes the renewal of the Plenary Retail Distribution License #1346-44-001-010 as stated herein to Jaibhagwan, LLC t/a Shrewsbury Mini Mart Deli & Liquor located at 74 Crawford Street for the period of July 1, 2020 to June 30, 2021; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the New Jersey Division of ABC and the applicant.

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

Township of Shrewsbury

Resolution #2020-103

UNDER 3% EMERGENCY APPROPRIATION RESOLUTION (N.J.S.A. 40A:4-48)

WHEREAS, an emergency has arisen with respect to the Electrical Repair Work on the Power Lines and no adequate provision was made in the 2020 budget for the aforesaid purpose, and N.J.S.A. 40A:4-46 provides for the creation of an emergency appropriation for the purpose above mentioned, and;

WHEREAS, the total amount of emergency appropriations created including this appropriation to be created by this resolution is \$ 20,000.00 and three percent of the total operations in the budget for the year 2020 is \$32,518.90;

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Shrewsbury in the County of Monmouth that in accordance with N.J.S.A. 40A:4-48 that:

1. An emergency appropriation be and the same is hereby made for:

Electric-Other Expense 0-01-31-435 \$ 20,000.00

2. That said emergency appropriation shall be provided in full in the 2021 budget.
3. That the Chief Financial Officer has certified that the expenditures to be financed through this resolution are related to the aforementioned emergency.

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

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

Township of Shrewsbury

Resolution #2020-104

AUTHORIZE THE ENGINEER TO SUBMIT AN APPLICATION TO THE MONMOUTH COUNTY PARK SYSTEM FOR A MONMOUTH COUNTY OPEN SPACE GRANT

WHEREAS, The Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey has received a recommendation from the Township Engineer, Maser Consulting, to submit a grant application to the Monmouth County Park System for a Monmouth County Open Space Grant, and

WHEREAS, the Township Engineer, William White, III of Maser Consulting has submitted a cost estimate of \$3,650 for preparation and submission of the grant application,

NOW, THEREFORE, BE IT RESOLVED that Council of Township of Shrewsbury approves William White III of Maser Consulting to prepare and submit the grant application for the above stated project at a cost not to exceed \$3,650, and

BE IT FURTHER RESOLVED that Chief Municipal Finance Officer certifies that funds are available in the Engineering O/E line item of the 2020 Municipal Budget, account # 0-01-20-165-020.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant application on behalf of the Township of Shrewsbury and that their signature constitutes acceptance of the terms and conditions of the grant application process.

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

Township of Shrewsbury

Resolution #2020-105

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of **\$ 146,866.83.**

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

NEW BUSINESS – NONE

OLD BUSINESS – NONE

PUBLIC PORTION –

Bill Spengeman, 143 Belshaw stated he was happy the Township was in the home stretch as far as hiring someone for the Public Works Department. He stated he hoped the Township did better in hiring the next person and he hoped that they were qualified in doing the job. He stated they needed to do better and take a look at facebook and social media to look up the candidates.

Mr. Anthony stated most towns would be paying more than what they were. They must meet minimal requirements and must have a back ground check. He stated they have had a long history of public works directors.

Robin Kane 83 Belshaw thanked the Committee for working so fast on the power and water. She also questioned why the bill list was so high.

Ms. Thornton stated it was only because they had one meeting a month.

Mrs. Kane questioned whether it was possible to get fema money for the storm.

Mr. Anthony stated he would have to ask the engineer.

Ms. Kane thanked everyone for jumping into help. She also asked what was the open space grant for.

Ms. Howard stated it was a cash match grant for the park.

Ms. Kane reported that the light was out at 66 Belshaw and trimming of cherry trees on the island needs to be done. Also questioned the leaf system.

Mr. Anthony stated he would see what they could do.

Mr. Brunson stated when the governor allows them to open the building he will open the building for crafts.

Mr. Anthony stated the park was open but not the playground.

Ms. Thornton questioned whether the patio was open.

Mr. Anthony suggested treating it as you would the park, outdoors seem to be fine.

DATE OF NEXT MEETING – Regular Meeting September 8, 2020 at 4:00 P.M. The Committee agreed to cancel the second meetings for the remainder of the month and only keep the first meetings of the month and meet at 4pm. The Board will have a special meeting for Hiring a Public Works employee only on August 25, 2020.

ADJOURNMENT

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

Ayes – Mrs. Lettice, Deputy Mayor Mr. Jennings.

September 8, 2020
Respectfully submitted,

Pamela Howard, RMC,CMR
Municipal Clerk