



Shrewsbury Township  
1979 Crawford Street  
Shrewsbury Township, New Jersey 07724

Pamela D. Howard, RMC  
Municipal Clerk

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Shrewsbury Township Committee

September 29, 2020

SPECIAL 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 Asbury Press on September 24, 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**

**SALUTE TO THE FLAG**

**APPROVAL OF MINUTES - NONE**

**CORRESPONDENCE – NONE**

**REPORTS - NONE**

**RESOLUTIONS-**

Township of Shrewsbury  
Resolution #2020-116

**AWARD CONTRACT TO RUSSO SEAMLESS GUTTER, LLC**

**WHEREAS**, the gutters at the Municipal Complex, 1979 Crawford Street, are in need of repair; and,

**WHEREAS**, the Township Committee was only able to obtain two quotes; and,

**WHEREAS**, the Township Committee has reviewed submitted quotes and has determined Russo Seamless Gutter, LLC. has submitted the low quote; and,

**WHEREAS**, funds for this purpose will be provided in Capital Account C-04-01-210-001 and the Chief Financial Officer has so certified in writing, and,

**WHEREAS**, gutter guards, gutter tune up, extreme guard, warranties, flat roof servicing and annual maintenance will be provided; and,

**THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury hereby authorizes Russo Seamless, Gutter, LLC to perform the services as stated herein at an amount not to exceed 9,425.00; and,

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

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

**RESOLUTION HIRING ADMINISTRATIVE ASSISTANT/BOOKKEEPER  
DEPUTY REGISTRAR**

WHEREAS, a vacancy exists with regard to the retirement of Joanne Pavao for the Administrative Assistant/Bookkeeper/Deputy Registrar positions; and

WHEREAS, in accordance with Section 4.22 of the Personnel Policy Handbook and Personnel Ordinance, the vacant position was posted as a job opening available to the employees of Shrewsbury Township; and

WHEREAS, an application was processed and reviewed by the Township Committee person/Personnel Officer appointed by the governing body, namely Mayor Glenwood Puhak and the Chief Financial Officer, who serve as the Joint Personnel Officers, and the entire Township Committee had an opportunity on its own to review the resume and application received, and interview was undertaken by the Joint Personnel Officers, individually, to determine qualifications, and the applicant was suited for the position based on the specifications set forth in the posting of the aforesaid position, and the Personnel Officers made their recommendation to the Township Committee based on the one candidate who applied and was assessed by the Personnel Officers.

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 appoints for hiring as a full-time employee, Katrina Thornton, who resides at 2 Crawford Street, Apt. 2, Shrewsbury Township, New Jersey 07724, subject to an appropriate medical examination and satisfactory results from said medical examination per the Personnel Ordinance, subject to a probationary period of ninety (90) days commencing the date of this resolution subject to the procedures for processing successful applicants per the Personnel Ordinance.

BE IT FURTHER RESOLVED that all benefits of the full-time employment status shall commence in accordance with the Personnel Handbook based on a hiring date of acceptance by Katrina Thornton with the following conditions.

1. Starting full-time salary of \$48,000.00;
2. Employment/salary review by Township Committee within 6 months of hiring;
3. \$250.00 a year as Deputy Registrar; subject to Certification within 6 months;
4. Two weeks' vacation based on past services in part-time employment with the Township, with right to qualify for vacation under the five year rule after one year of full service (due to last 5 years part time).
5. Katrina Thornton's salary is based on the fact that she has served the municipality for the last five years in part-time positions, including working with the Bookkeeping Department and is not accepting medical insurance from the Township.

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

**NEW BUSINESS –**

**OLD BUSINESS –**

**PUBLIC PORTION – NONE**

**DATE OF NEXT MEETING – Regular Meeting October 13, 2020 at 4:00 P.M.**

**EXECUTIVE SESSION –**

**ADJOURNMENT**

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

**Ayes –Ms. Lettice, Deputy Mayor Jennings and Mayor Glenwood Puhak.**

October 13, 2020

Respectfully submitted,

Pamela Howard, RMC,CMR  
Municipal Clerk