



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

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

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Shrewsbury Township Committee

September 8, 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: Deputy Mayor Lester Jennings and Mayor Glenwood Puhak. Absent: Committeewoman Lynda Lettice.

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

SALUTE TO THE FLAG

APPROVAL OF MINUTES

Regular Meeting Minutes – 8/18/20, 8/25/20

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

CORRESPONDENCE – NONE

REPORTS -

FINANCE – Mr. Anthony stated there were several items of importance on the agenda this evening and they were the salary amendment, open space grant hearing, bid opportunity for Crawford Street Improvements, emergency resolution reaching debt ceiling and DPW yard remediation.

HOUSING INSPECTOR/CODE ENFORCEMENT: NONE

RECREATION: Mr. Brunson stated he spoke with Karen with the dance team and they are working on fliers for the kids

UTILITIES: Mayor Puhak stated the Township has two and they are gathering information on the both of them.

MUNICIPAL ATTORNEY: Mr. Anthony stated a number of years ago they did a feasibility study wit hoes to transfer to JCP&L. They would have to update the system and sell it. Must do over a period of time. As we get grants the Township will do the repairs over a period of time so as not to raise the taxes too much.

PUBLIC WORKS: 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

MONMOUTH COUNTY OPEN SPACE GRANT - PUBLIC HEARING

Mayor Puhak asked Kelsey Howard, a Representative from Maser Consulting, Pa, which is the engineering firm used by the Township of Shrewsbury to present the Township's application to the Monmouth County Open Space Program. Ms. Howard presented a project entitled "Eloise Nagel Park Improvements Project". She distributed a package to the Township committee that included a cost estimate, site location topographic map and a concept plan. The map and the area were also shown to the residents in attendance. Ms. Howard stated this project was selected because Eloise Nagel Park is the Township's only playground and recreation space and it is currently closed and in need of repair because the old equipment and fencing need replacing and upgrading. She stated ADA playground equipment was needed and picnic tables as well as benches would encourage family friendly participation.

The Mayor opened the Public Hearing regarding the Township's proposed application to the Monmouth County Open Space Program for "Improvements to Eloise Nagel Park. There Being no comments from the Committee nor the Public, a motion was offered by Deputy Mayor Lester Jennings and seconded by Mayor Glenwood Puhak to close the hearing, all were in favor.

ORDINANCE(S)

2020-06 ADOPTED

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

PUBLIC HEARING: a motion was offered by Mr. Jennings, moved and seconded by Mayor Puhak to open the hearing to the public; all were in favor. There being no comments Mr. Jennings offered a motion to close the hearing, moved and seconded by Mayor Puhak; all were in favor. A motion was offered by Mr. Jennings to adopt the ordinance, moved and seconded by Mayor Puhak; all were in favor.

RESOLUTIONS-

**Township of Shrewsbury
Resolution #2020-107**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF SHREWSBURY
AUTHORIZING AN APPLICATION TO THE 2020 MONMOUTH COUNTY MUNICIPAL OPEN SPACE
GRANT PROGRAM FOR THE ELOISE NAGEL PARK IMPROVEMENTS PROJECT**

WHEREAS, the Monmouth County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Open Space Program to provide Program Grant funds in connection with municipal acquisition of lands for County park, recreation, conservation and farmland preservation purposes, as well as for County recreation and conservation development and maintenance purposes; and

WHEREAS, the Governing Body of the **Township of Shrewsbury** desires to obtain County Open Space Trust Funds in the amount of **\$115,000** to fund the Eloise Nagel Park Improvements Project (Block 2, Lot 4), located on the west side of Crawford Street (across from the Public Works Recycling Center at 240 Crawford Street).

WHEREAS, the total construction cost of the project including all matching funds is **\$230,000**; and

WHEREAS, the **Township of Shrewsbury** is the owner of and controls the project site.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE of the **TOWNSHIP OF SHREWSBURY THAT:**

1. **Glenwood J. Puhak, Mayor** or his/her successor is authorized to (a) make an application to the County of Monmouth for Open Space Trust Funds, (b) provide additional application information and furnish such documents as may be required for the Municipal Open Space Grants Program and (c) act as the municipal contact person and correspondent of the above named municipality; and
2. The **Township of Shrewsbury** is committed to this project and will provide the balance of funding necessary to complete the project as described in the grant application in the form of non-county matching funds as required in the Policy and Procedures Manual for the Program; and
3. If the County of Monmouth determines that the application is complete and in conformance with the Monmouth County Municipal Open Space Program and the Policy and Procedures Manual for the Municipal Grants Program adopted thereto, the municipality is willing to use the approved Open Space Trust Funds in accordance with such policies and procedures, and applicable federal, state, and local government rules, regulations and statutes thereto; and

4. **Glenwood J. Puhak, Mayor** or his/her successor is hereby authorized to sign and execute any required documents, agreements, and amendments thereto with the County of Monmouth for the approved Open Space Trust Funds; and
5. This resolution shall take effect immediately.

6.

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

Township of Shrewsbury

Resolution #2020-108

Resolution of the Township of Shrewsbury, County of Monmouth, State of New Jersey, Amending 2020 Salaries

WHEREAS, the Township of Shrewsbury Township Committee has amended the 2020 Salary Ordinance, and;

WHEREAS, the Township Committee must set individual employee's salaries within the approved range; and,

WHEREAS, the Chief Municipal Finance Officer has certified that funds will be available in the 2020 Township of Shrewsbury Budget.

NOW, THEREFORE BE IT RESOLVED the following salaries are set effective January 1, 2020 prorated, within the approved salary ranges:

Web Maintenance Manager	Pamela Howard	\$ 1,000.00 per year
Qualified Purchasing Agent	Theresa Davis	\$ 500.00 per year

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

Township of Shrewsbury

Resolution #2020-109

ACKNOWLEDGE THE RETIREMENT OF JOANNE PAVAO

WHEREAS, the Township Committee has received a letter indicating that Joanne Pavao will be retiring as the Administrative Assistant/Bookkeeper effective October 1, 2020; and,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury that the retirement of Joanne Pavao as Administrative Assistant/ Bookkeeper be and is hereby acknowledged effective October 1, 2020; and,

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2020-110

RESOLUTION AUTHORIZING THAT A BID OPPORTUNITY BE ADVERTISED FOR A CONTRACT FOR CRAWFORD STREET ROADWAY IMPROVEMENTS

WHEREAS, the Township of Shrewsbury would like to make Crawford Street roadway improvements; and,

WHEREAS, The scope of work of this contract will include roadway rehabilitation, drainage improvements, replacement and installation of curb and sidewalk for Crawford Street; 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 contractor for Crawford Street roadway improvements; 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 contractor for Crawford Street Roadway, and bids be sought in accordance with State Statute and specifications drawn and hereby approved by the Township Committee of the Township of Shrewsbury.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2020-111

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

WHEREAS, an emergency has arisen with respect to the Water Main Repair on Barker Avenue 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 mentioned above, and;

WHEREAS, the total amount of emergency appropriations created including this appropriation to be created by this resolution is \$ 12,000.00 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 Township Committee 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:

Water Main Repair 0-01-26-310-020 \$ 12,000.00

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 #2020-112

**RESOLUTION AWARDING A CONTRACT TO R.J. WALSH ASSOCIATES, INC
FOR THE DEPARTMENT OF PUBLIC WORKS YARD REMEDIATION**

WHEREAS, the Township Engineer solicited quotes for the Department of Public Works yard remediation; and

WHEREAS, R.J. Walsh Associates Inc., P.O. Box 119 Allentown, NJ has provided a proposal to provide remediation services per the attached proposal in the amount of \$16,110.00; and

WHEREAS, the amount quoted by R.J. Walsh Associates, Inc. is based on the New Jersey State Contract and therefore, does not require advertisement for a bid; and

WHEREAS, the Township has provided for this purchase in the Capital Improvement Ordinance #2019-03; and,

WHEREAS, the Township's Chief Financial Officer certifies funds are available in the Capital Improvement Ordinance #2019-03, line item C04-55-217-001 for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth, and State of New Jersey that a contract per the attached proposal in the amount of \$16,110.00 be and is hereby awarded to R.J. Walsh Associates Inc., P.O. Box 119 Allentown, NJ 08501

BE IT FURTHER RESOLVED that the Mayor be and is hereby authorized to execute said Contract.

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

Township of Shrewsbury

Resolution #2020-113

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of \$ 133,569.51.

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

Township of Shrewsbury

RESOLUTION #2020-114

RESOLUTION FOR HIRING OF PUBLIC WORKS EMPLOYEE

WHEREAS, a vacancy exists with regards to the Public Works Department that needs to be filled in accordance with the Personnel Policy and Procedures Manual and Employee Handbook; and

WHEREAS, in accordance with Section 4.30, entitled, "Employment Procedure" of the Personnel Handbook, the vacant position was advertised; applications were received from fifteen applicants; interviews were undertaken by the Personnel Committee, including the Township Attorney, for the top five candidates, and all applications for employment were accepted and treated objectively and equally in accordance to laws and guidelines issued by the New Jersey Division on Civil Rights and the U.S. Equal Opportunity Commission; and

WHEREAS, after review of the applications and interviews by the Personnel Committee, applications and resumes were submitted to the Township Committee with regard to all of the top five applicants determined by the Personnel Committee, and it is recommended that an offer of employment be made to Kenneth Wall, residing at 116 Howell Avenue, Woodbridge, New Jersey, at a salary of Twenty-Four Dollars per hour (\$24.00), full time, and if accepted, this Resolution shall serve as an appointment to the position of Public Works Employee, full-time; subject to a physical examination and criminal background check and satisfactory review of the same pursuant to 4.30 of the Personnel Manual; and

WHEREAS, the Personnel Committee in its deliberations determined the best qualified, most desirable applicants for the position based on specification sets forth in the advertisement, the interviews and the resumes, and the Personnel Committee makes this recommendation to the Township Committee based on the five best candidates assessed by the Personnel Committee.

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 authorizes a job offer, and if accepted, appoints for hiring as a full-time Public Works Employee, Kenneth Wall, residing at 116 Howell Avenue, Woodbridge, New Jersey, at a salary of Twenty-Four Dollars per hour (\$24.00), full time, subject to an appropriate medical examination and satisfactory results from said medical examination per the Personnel Manual and subject to a criminal background check, which is satisfactory to the Township Committee and further criteria as set forth in 4.30 of the Personnel Manual, and subject to a probationary period of ninety (90) days commencing the date of acceptance of this job offer and commencement of employment by Kenneth Wall, subject to the procedures for processing successful applicants per the Personnel Manual.

BE IT FURTHER RESOLVED, that all benefits of the full-time employment status shall commence in accordance with the Personnel Manual based on the actual commencement of employment after the physical examination and criminal background check, along with the stated salary of Twenty-four dollars (\$24.00) per hour.

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

Township of Shrewsbury

RESOLUTION #2020-115 :

RESOLUTION RESCINDING RESOLUTION OF AUGUST 25, 2020 FOR HIRING OF PUBLIC WORKS EMPLOYEE, MICHAEL SZEMAN

WHEREAS, a vacancy existed with regard to the Public Works Department that needed to be filled in accordance with the Personnel Policy and Procedures Manual and Employee Handbook; and

WHEREAS, in accordance with Section 4.30, entitled, "Employment Procedure" of the Personnel Handbook, the vacant position was advertised; applications were received from fifteen applicants; interviews were undertaken by the Personnel Committee, including the Township Attorney, for the top five candidates, and all applications for employment were accepted and treated objectively and equally in accordance to laws and guidelines issued by the New Jersey Division on Civil Rights and the U.S. Equal Opportunity Commission; and

WHEREAS, after review of the applications and interviews by the Personnel Committee, applications and resumes were submitted to the Township Committee with regard to all of the top five applicants determined by the Personnel Committee, and it was recommended that an offer of employment be made to Michael Szeman, residing at 108 Oakland Avenue, South Plainfield, New Jersey 07080, and a Resolution of Approval was adopted at the meeting of August 25, 2020; and

WHEREAS, Mr. Szeman was contacted with regard to the aforesaid position by telephone, email and regular mail, but never responded to the offer of employment.

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 rescinds its prior Resolution of August 25, 2020 authorizing the job offer of full-time Public Works Employee to Michael Szeman, due to his lack of acceptance or even response to the offer of employment.

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

NEW BUSINESS – NONE

OLD BUSINESS – NONE

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

James Vervoort 117 Barker Avenue, stated the streets in the town were overgrown and nails were laying on the ground. He stated there was no reason it should look the way that it does. He stated it was terrible and the streets were not clean and it was embarrassing. He requested the Township work to insure that the new employee will do his job because when they are made a supervisor they think that they don't have to do anything. He also stated the dirt road needs to be cleaned. He stated he's been removing branches.

Mr. Anthony informed Deputy Mayor Jennings that he was the liaison for that department and he will have to be on them.

Mr. Vervort reported power lines were down near 113 and 143 Belshaw and also near 109 Belshaw.

Mr. Anthony stated at the last meeting the Township authorized Maser to look into the electrical work. He suggested the Mayor has Bill White from Maser look into this as well.

Bill Spengeman stated the website had the former employer listed as Public Work's Supervisor. He also requested the address for the new employee for which Mr. Anthony provided.

Alex Vervoort, 117 Barker Avenue, questioned whether political yard signs were allowed.

Mr. Anthony stated we can ban on Municipal right away, telephone poles. He stated it was unconstitutional to ban on private property. He stated in AVMA homes they own the property and they can regulate. The Condo Association can make decisions.

Mr. Vervoort questioned what did Mr. Anthony recommend in the future.

Mr. Anthony stated as far as private property he could talk to the owners and get their permission

DATE OF NEXT MEETING – Regular Township Committee Meeting - October 13, 2020 at 4pm

ADJOURNMENT

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

Ayes –Deputy Mayor Jennings and Mayor Glenwood Puhak.

October 13, 2020
Respectfully submitted,

Pamela Howard, RMC,CMR
Municipal Clerk