



Shrewsbury Township  
1979 Crawford Street  
Shrewsbury Township, New Jersey 07724

Katrina L. Thornton, CMR  
Acting Municipal Clerk

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

**Shrewsbury Township Committee**  
**July 11, 2023**  
**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 required Annual Notice of this meeting was published in the Two River Times on March 26, 2023, in addition to posting on the Township Website and the bulletin board in the Municipal Building and filing a copy of said notice with the Municipal Clerk. [www.townshipofshrewsbury.com](http://www.townshipofshrewsbury.com).

**ROLL CALL**

Mr. Glenwood Puhak   X   Ms. Lynda Lettice   X   Mayor Lester Jennings   X  

**SALUTE TO THE FLAG**

**APPROVAL OF MINUTES – NONE**

**CORRESPONDENCE: None**

**REPORTS**

**Finance** - None

**Municipal Attorney** - Water System Transfer, we will speak with Bill White, we had the hearing. He will get an update regarding next steps as it relates to the state requirements. Recycling contract we are opening up the bids at the end of the month.

- Ms. Thornton, explained the one company that was interested in the recycling contract and additional equipment they would like to install in township

Mr. Anthony- Public Works employee where do we stand

Ms. Thornton- stated requirements for a part-time worker

**Housing Inspector/Code Enforcement** – Tom Welsh has been issuing summons to the Apartments for failure to repair

**Public Works**

**Recreation** – Recreation director adding afternoon hours for play in gym. 10 yrs and above without a parent.

**Safety & Neighborhood Watch** – Ms. Thornton we have received complaints of nefarious

behavior in parking lots and on Crawford Street. The area is darker than normal due to so many lights being out in the same area.

Mr. Anthony, has to start again regarding the presence of the NJ State Troopers  
Mrs. Kane has noticed the NJSP in the Township

**RESOLUTIONS-**

**2023-72 Resolution of the Township Council Extending Tax Grace Period for August 1, 2023 Tax Quarter**

**Township of Shrewsbury  
Resolution #2023-72  
County of Monmouth**

**RESOLUTION OF THE TOWNSHIP COUNCIL EXTENDING TAX GRACE PERIOD FOR AUGUST 1,  
2023 TAX QUARTER**

WHEREAS, in accordance with the provisions of N.J.S.A. 54:4-67, which established a ten (10) day grace period following the date upon which real estate property taxes become payable; and

WHEREAS, this grace period provides that no interest shall be charged if payment of any installment is made within the tenth calendar day following the date upon which the same became payable; and

WHEREAS, due to delays in the Township's 2023 Tax Rate being certified by the County of Monmouth of the State of New Jersey, the Township Tax Collector anticipates 2023 Final Property Tax Bills which include the 3<sup>rd</sup> Quarter payment amount will be mailed as soon as possible; and

WHEREAS, N.J.S.A. 54:4-66.3(d) requires that at least 25 days elapse between the time the tax bills are mailed to the date taxes are due; and

WHEREAS, the Township Tax Collector has recommended the grace period be extended to provide the minimum required period for the payment of taxes after the bills are mailed.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Shrewsbury, in the County of Monmouth, State of New Jersey, as follows:

1. The grace period for the 3<sup>rd</sup> quarter 2023 Tax installment for real estate property taxes is hereby extended so that no interest shall be charged if payment of the 3<sup>rd</sup> quarter Tax installment is made 25 days from mailing date. Payments received after the 25 days shall be charged interest from the August 1, 2023 due date.
2. The Township Clerk is hereby directed to forward a certified copy of this Resolution to the Township Tax Collector.

**ROLL CALL**

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
<b>Puhak</b>			<b>X</b>			
<b>Lettice</b>	<b>X</b>		<b>X</b>			
<b>Jennings</b>		<b>X</b>	<b>X</b>			

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on July 11, 2023.

\_\_\_\_\_  
**Katrina Thornton, CMR**  
**Acting Municipal Clerk**

\_\_\_\_\_  
**Lester Jennings**  
**Mayor**

CERTIFIED BY:

\_\_\_\_\_ Date

\_\_\_\_\_  
Catherine LaPorta, CFO  
Chief Financial Officer

**2023-73 Payment of Bills**

TOWNSHIP OF SHREWSBURY

RESOLUTION #2023 - 73

PAYMENT OF BILLS DATED JULY 11, 2023

WHEREAS the Township Committee of the Township of Shrewsbury authorized payment of bills in the amount of \$ \_147,530.58.

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

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Attest:

\_\_\_\_\_  
Katrina Thornton, CMR  
Acting Municipal Clerk

\_\_\_\_\_  
Lester Jennings  
Mayor

**2023-74 Pre-Payment of Bills June 14 – July 10, 2023**

TOWNSHIP OF SHREWSBURY

RESOLUTION #2023 - 74

***CONSENT Pre-Payment of Certain bills RESOLUTION 2022-73***

DATED JUNE 14 thru JULY 10, 2023

WHEREAS the Township Committee of the Township of Shrewsbury authorized payment of bills in the amount of \$ 12,205.70.

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

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Attest:

\_\_\_\_\_  
 Katrina Thornton, CMR  
 Acting Municipal Clerk

\_\_\_\_\_  
 Lester Jennings  
 Mayor

**2023-75 Resolution of Township of Shrewsbury, Setting Salaries for 2023**

Township of Shrewsbury  
 Resolution #2023-75

**Resolution of the Township of Shrewsbury, County of Monmouth, State of New Jersey, Setting 2023 Salaries**

**WHEREAS**, the Township of Shrewsbury Township Committee has approved the 2022 Salary Ordinance, and

**WHEREAS**, the Township Committee must set individual employee’s salaries within the 2% increase approved range,

**WHEREAS**, the Chief Municipal Finance Officer has certified that funds will be available in the 2023 Township of Shrewsbury Budget.

**NOW THEREFORE LET IT BE RESOLVED** the following salaries are set effective January 1, 2023 prorated, within the approved salary ranges:

Mayor	Lester Jennings	\$ 3,425.30 per year
Township Committee Members	Lynda Lettice	\$ 2,816.40.per year
	Glenwood Puhak	\$ 2,815.40 per year

Chief Municipal Finance Officer	Catherine LaPorta	\$ 16,320.00 per year
Municipal Clerk /Registrar	Katrina Thornton	\$ 20,400.00 per year
Web Maintenance Manager	Katrina Thornton	\$ 1,061.20 per year
Deputy Registrar	Catherine LaPorta	\$ 260.10 per year
Tax Collector	Theresa Davis	\$ 4,244.80 per year
Qualified Purchasing Agent	Theresa Davis	\$ 530.60 per year
Tax Assessor	Gerald J. Briscione	\$ 9,608.10 per year
Administrative Assistant/ Bookkeeper/Payroll Clerk	Katrina Thornton	\$ 50,938.00 per year

Part-Time Bookkeeper/Admin	Pamela Howard	\$ 19.40 per hour
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Housing Officer	Thomas Welsh	\$ 6,900.50 per year
Code Enforcement Officer	Thomas Welsh	\$ 3,588.30 per year
Part Time Public Works	Open Position	\$ 16.80 per hour
Full Time Public Worker	Shaun Keefe	\$ 27.50 per hour
Recreation Director	Rich Brunson	\$ 5,093.80 per year
OEM Coordinator	Richard Brunson	\$ 1,082.00 per year
Deputy OEM Coordinator	Thomas Welsh	\$ -0- per year
Fire Official	Thomas Welsh	\$ 795.90 per year
Recreation Program Counselor/ Coordinator of Celebration of Public Events	Katrina Thornton Lynda Lettice	\$ - 0 - per hour

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on July 11, 2023.

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

\_\_\_\_\_  
Katrina Thornton, CMR  
Acting Municipal Clerk

\_\_\_\_\_  
Lester Jennings  
Mayor

\_\_\_\_\_  
Catherine LaPorta, CFO  
Chief Financial Officer

**2023-76 Resolution Authorizing the cancellation of the Temporary Stipend for Extra Duties Carried out by Richard Brunson**

Township of Shrewsbury  
Resolution #2023-76

**RESOLUTION AUTHORIZING THE CANCELLATION OF THE TEMPORARY STIPEND FOR EXTRA DUTIES CARRIED OUT BY RICHARD BRUNSON**

**WHEREAS**, Richard Brunson was previously appointed as Recreation Director of the Township of Shrewsbury, receiving compensation for recreation; and

**WHEREAS**, since September 2020, Mr. Brunson has undertaken the role of Public Events/Audio Specialist/COVID-19 Cleaning/Disinfecting of Municipal Building, including offices and gym, tasks that were absolutely necessary and were not undertaken by public works as a result of a change in personnel; and

**WHEREAS**, it is desirable for the Township Committee to continue the role of Public Events/Audio Specialist. However, as of 2<sup>nd</sup> Quarter 2023, the /COVID-19 Cleaning/Disinfecting of Municipal Building, and similar tasks, are deemed unnecessary at this time, but will be reconsidered in the future; and

**WHEREAS**, Chief Financial Officer hereby certifies by Certification available at Municipal Hall, the availability of Funds in the amount of Three Hundred (\$300.00) Dollars per month (paid quarterly) will be issued through 2<sup>nd</sup> Quarter of 2023 for the performance of the previously mentioned duties.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Shrewsbury that Richard Brunson should and shall continue to be paid a stipend of Three Hundred (\$300) Dollars a month, until further action of the Township Committee, which would be consistent with the end of the COVID-19 pandemic.

**BE IT FURTHER RESOLVED**, that Chief Financial Officer hereby certifies by Certification available at Municipal Hall, the availability of Funds not to exceed Three Hundred (\$300.00) Dollars per month as a stipend, with a quarterly payout ending July 2023.

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

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\_\_\_\_\_  
 Katrina Thornton, CMR  
 Municipal Clerk

\_\_\_\_\_  
 Lester Jennings  
 Mayor

**NEW BUSINESS – MS. THORNTON**

**Notified the Committee, Attorney and Residents**

**Audit will begin on Monday, July 17,2023**

**We have three quotes for removal of four trees at the Township Entrance**

**Mrs. Kane asked Ms. Thornton to identify the trees, three ash trees and the pine tree at the Entrance**

**Mrs. Kane stated that her trees cut in her yard have now grown back in her yard**

**Ms. Thornton stated that the stumps will not be grinded because of the electrical**

**We have the quote from Ben Schaffer for the “baby swing” & “ADA swing”**

**Ms. Thornton the quotes for the swings**

**Ms. Eagone inquired as to what an ADA swing for \$1900 dollars**

**Ms. Kane stated how the ADA swing is utilized**

**Shrewsbury Township Day – Application for review**

**Ms. Thornton a Sample of what vendors would need to do to participate in Shrewsbury Township Day.**

**\$100 – for spot in grass (pay twp.)**

**\$75 – for Truck max of 4 trucks (pay twp.)**

**Tables for crafters not required to provide a license \$ 50 for table**

**Mr. Anthony- believes that it is fine**

**Ms. Thornton would need to contact BOH and Eatontown Fire**

**Ms. Kane suggested that we choose October rather than August due to weather**

**Mr. Anthony – stated that Eatontown is September, Neptune in August**

**Ms. Thornton – stated we needed to contact AVMA regarding use of the field.**

**Mr. Anthony – reach out with all entities regarding the timing. Lower the pricing on the crafting vendors.**

**Debate on the cost of vendor tables amongst everyone in the meeting.**

**OLD BUSINESS – WRM Water Management testing review  
Third Bid Opportunity for Township Recycling**

**Mr. Anthony congratulate Katrina for helping out with Neptune Township meeting**

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

**Motion – Mayor Jennings Second- Mr. Puhak**

**Ms. Thornton explained the parking when Barker Ave Phase II work begins**

**Mrs. Kane thank the committee members for what they do for the Township**

**Mr. Puhak & Ms. Thornton discuss the parking situation with Barker II repairs**

**Mrs. Kane in regards to Theodore Knowles was throwing full water bottles at the school bus**

**Close the public session Offered Mr. Puhak, Second Ms. Lettice**

**EXECUTIVE SESSION – None**

**DATE OF NEXT MEETING – Regular Meeting, August 8, 2023 at 6pm**

**ADJOURNMENT Motion Mr. Puhak, Second Ms. Lettice.**