



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

**Katrina L. Thornton
Acting Municipal Clerk**

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

**Shrewsbury Township Committee
January 14, 2025
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 January 9, 2025, 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.

ROLL CALL

GOVERNING BODY MEMBERS PRESENT: Glenwood Puhak, Deputy Mayor Lynda Lettice and Mayor Lester Jennings.

TOWNSHIP OFFICIALS PRESENT: Township Attorney Gene Anthony and Acting Municipal Clerk, Katrina Thornton.

SALUTE TO THE FLAG

MINUTES - Mr. Puhak offered a motion to approve the minutes of the meeting for December 10, 2024, December 23, 2024 and January 1, 2025 moved and seconded by Ms. Lettice. All were in favor.

CORRESPONDENCE: Ms. Thornton stated the only correspondence relates to contracts and both she and Ms. LaPorta would work on that as to what they are going to do as far as NJ Resources to do a service contract for a HVAC System, water system and air conditioning system. Also, for fire suppression we received their annual contract for them to come in and test.

REPORTS

Finance – Ms. LaPorta stated she sent the Capital Reports to the Auditor so that they could prepare the Annual Debt Statement so they can get filed by the end of the month. She stated after Ms. Thornton cuts tonight's check she could reconcile December and then they can rollover so that they be ready to input the temp budget for 2025. She stated then they would have to work on the Annual Financial Statement and the budget.

Housing Inspector/Code Enforcement – Ms. Thornton stated that Mr. Welsh was in last week and he did the fire inspection for the building. She stated he also went into the store.

Recreation – Ms. Thornton stated the gym is painted and they did a good job. Mr. Brunson changed his rec schedule and it will go up and go out to the different entities for February and March with the days they are open. She also stated they have a new person to rent the gym. She also stated he wanted the Committee to consider the pads that he wanted to go around the room. She stated they just repaired a wall that a kid fell through. He provided three different companies that had padding and the max cost was \$6,000.

Municipal Attorney – Mr. Anthony stated they had a lawsuit that was brought by Tinton Falls and it was a very unusual law suit brought in the end of December. He filed an answer the beginning of January or end of December. The lawsuit is against Shrewsbury Township and Eatontown which is the regional school district we're in. Tinton Falls position is the way the tax assessments were done in Eatontown and Shrewsbury Township but mostly in Eatontown. They felt they it was at a disadvantage to Tinton Falls causing them to pay not only higher property taxes but higher proportioned high school tax. The case was settled yesterday. We received comparables from Eatontown which were higher then they were and it reduces the tax rate for both Shrewsbury and Tinton Falls with regard to the school tax. Second thing, is the Deputy Clerk ordinance. We are doing that because we do not have a Deputy Clerk and we would need one until everything is cleared up with Katrina. We are entering into a shared service with Eatontown for Clerk services until Katrina becomes certified. He also stated he has the contract for EMS Services. He has attended several conferences as it pertains to the sale of the water system. He had one yesterday with Alfred Vail Mutual Association to discuss the transfer of the system. They are going to have a forum and will notify all residents of Alfred Vail of this forum. The water company will be present to answer any questions. Mr. Anthony stated the one hold up was the plan the Committee approved of for disbursement of funds that they received as a result of the sale. He stated he was led to believe that he had to send it to BPU but they informed him that he had to send it to DCA. So he has a new resolution changing it to say that they were sending it to the DCA. If they don't approve it in 30 days, it is automatically approved but once it is approved he was hoping the sale would take place within 60 days.

Ms. LaPorta questioned what happened to the water bills.

Mr. Anthony stated he was advised that AVMA's water bill had been paid.

Ms. Thornton stated that's their water bill. The debt bill they paid \$66,000. It's the other water part that they are still working on getting paid.

Mr. Anthony questioned whether a date was established for the rent board. He said to work on next Tuesday.

Ms. Thornton stated she was waiting on Ms. Kane because her husband was having another procedure.

Public Works – stated she did get a report from Public Works but it has to be redone.

Mr. Puhak questioned how recycling was going.

Ms. Thornton stated they should be coming in by next week to go over things.

Safety & Neighborhood Watch - None

ORDINANCE (S) –

ORDINANCE (S) – Final Reading

Ordinance 2025-01 – Amend the Salary Ordinance of the Township of Shrewsbury.

Ms. Lettice offered a motion to open for a public hearing, moved and seconded by Mayor Jennings. All aye

Hearing:

Mr. Anthony stated the Township has never had a Deputy Clerk but they need one now.

Bill Sprengerman stated the board should know.

Ms. Lettice offered a motion to close the public hearing, moved and seconded by Mayor Jennings. All aye

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

Ordinance 2025-02 – Create the Position of Deputy Municipal Clerk of the Township of Shrewsbury.

Ms. Lettice offered a motion to open for a public hearing, moved and seconded by Mayor Jennings. All aye

Hearing:

There being None

Ms. Lettice offered a motion to close the public hearing, moved and seconded by Mayor Jennings. All aye

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

RESOLUTION(S)

RESOLUTION AUTHORIZING REIMBURSEMENT TO KATRINA THORNTON

WHEREAS, on January 1, 2025 the Township of Shrewsbury had a luncheon to welcome everyone into the New Year of 2025 after the Reorganization Meeting and,

WHEREAS Township Reorganization Luncheon was a successful and productive gathering, and,

WHEREAS, refreshments were ordered from Attilio’s Italian Restaurant and they did not accept purchase orders for payment; and

WHEREAS, Katrina Thornton, Acting Township Clerk personally paid Attilio’s Italian Restaurant a total of \$314.60; and,

WHEREAS, the Township of Shrewsbury deems it appropriate to reimburse Katrina Thornton \$314.60 for payment to Attilio’s.

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

**Township of Shrewsbury
Resolution #2025- 33**

COUNTY OF MONMOUTH

RESOLUTION FOR HIRING OF FULL-TIME PUBLIC WORKS EMPLOYEE

WHEREAS there is a vacancy for a full-time Public Works Employee with regard to the Public Works Department that needs to be filled due to the resignation of Shaun Keefe, and Shrewsbury Township needs to fill said position 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 Manual, the vacant position was advertised; applications were received from three applicants; interviews were undertaken by the Personnel Committee, 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 three applicants as determined by the Personnel Committee, and it was recommended that an offer of employment be made to Erich Jackson, residing at P.O Box 22, Red Bank, New Jersey, New Jersey, at a salary of Twenty-One Dollars per hour (\$21.00), full time, from 7 am to 3:30 pm, five days a week, with an amendment to the Personnel Manual for this application only, that such employment would provide the employee with a two-week vacation per year

starting after the end of the date of probation, along with all other benefits provided in the Personnel Manual. The aforesaid applicant, subject to this Resolution, has accepted the position, which is subject to approval by the governing body, and therefore, 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 applicant for the position based on specifications set forth in the advertisement, the interviews and the resumes, and the Personnel Committee makes this recommendation to the Township Committee based on the three 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 the hiring of Erich Jackson, residing at P.O Box 22, Red Bank , New Jersey as a full-time Public Works Employee; at a salary of Twenty-One Dollars per hour (\$21.00), with a two-week vacation benefit available at the end of his probation period, with all other benefits provided for full-time employees under the Personnel Manual, and subject to a medical examination and satisfactory results from said medical examination per 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 commencement of employment by Erich Jackson, and 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 above-stated salary and benefits

BE IT FURTHER RESOLVED that commencement of employment shall be expected at the end of the applicant’s two-week notice to his present employer.

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

**Township of Shrewsbury
Resolution #2025-34
County of Monmouth**

RESOLUTION AUTHORIZING SUBMISSION OF A PROPOSED USE OF PROCEEDS FROM THE SALE OF THE WATER AND WASTEWATER ASSETS OF SHREWSBURY TOWNSHIP TO NEW JERSEY AMERICAN WATER COMPANY AND SEEKING APPROVAL BY THE DEPARTMENT OF COMMUNITY AFFAIRS OF THE STATE OF NEW JERSEY

WHEREAS, the Township of Shrewsbury has come to an Agreement with New Jersey American Water Company (NJAWC) for the sale of its water system pursuant to the New Jersey Water Infrastructure Protection Act, N.J.S.A 58:30-1 et seq. (The ACT); and

WHEREAS, the New Jersey American Water Company (NJAWC) has agreed to the terms of the agreement whereby the Township will sell and New Jersey American Water Company (NJAWC) will acquire the water system assets (the Act and the “Agreement”); and

WHEREAS the Mayor and the Township Committee of the Township of Shrewsbury feel that the sale is in the best interest of the citizens of the Township; and

WHEREAS, the Mayor and Township Committee have further concluded that the sale shall enhance the health, safety, and welfare of the citizens of the Township; and

WHEREAS the New Jersey American Water Company (NJAWC) is a regulated Public Utility Corporation of the State of New Jersey and is hereby authorized to assist the Township in submitting the Agreement to the Department of Community Affairs on behalf of the Township; and

WHEREAS the Township needs to submit the proposed use of the purchase price to the Director of Local Government Services of the Department of Community Affairs; and

WHEREAS, pursuant to N.J.S.A. 40:48-2, the Township has authority to execute Resolutions and Ordinances for the general health, welfare, and public safety of its residents.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, hereby provides as follows:

1. The Township Chief Financial Officer and Mayor in consultation with the Township Attorney and its professionals and with the assistance of the New Jersey American Water Company is authorized to execute and submit the proposal on the use of proceeds from the sale of the water and wastewater assets of Shrewsbury Township, along with its Agreement, with New Jersey American Water Company to the Director of Local Government Services of the Department of Community Affairs for approval.
2. Upon approval of the submission and Agreement, the Mayor and Chief Financial Officer are hereby authorized to execute all documents necessary to close on the subject water system asset sale, with the assistance of the Township Attorney and other professionals; and
3. The Township Chief Financial Officer and Mayor and other Township officials were authorized to execute any necessary documents to effectuate the sale of the water

system assets consistent with this Resolution and any approval of the New Jersey Department of Community Affairs; Director of Local Government Services; and The Township Attorney is hereby authorized to submit the proposal, once executed, of the use of proceeds to the Director of Local Government Services, Department of Community Affairs, for approval by the Department of Community Affairs to the extent provided by the Township

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2025- 35

County of Monmouth

APPOINT KATRINA THORNTON AS DEPUTY MUNICIPAL CLERK

WHEREAS, the Township’s current Acting Municipal Clerk, Katrina Thornton, has been in the position since February 1, 2022; and,

WHEREAS, Katrina Thornton was authorized to utilize the Acting Municipal Clerk/Registrar which varies in hours per week with a minimum of twenty hours a week, Secretary of the Rent Leveling Board and Administrator of the Township Website; and,

WHEREAS the Township Committee desires to Appoint Katrina Thornton as Deputy Municipal Clerk, as she has completed her remaining Clerk classes and is preparing to obtain her Certification to become a Registered Municipal Clerk; and,

WHEREAS funds for this purpose will be available in the 2025 temporary budget and the 2025 Municipal Budget, when adopted, in the appropriation entitled Deputy Clerk S&W and the Chief Financial Officer has so certified in writing; and,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that Katrina Thornton is hereby appointed as Deputy Clerk as of January 31, 2025, at an annual salary of \$ 20,000 whether certified or not with the understanding that once certified her salary will be revisited.

BE IT RESOLVED that Ms. Thornton shall also receive \$1082.40 annually as the Administrator of the Township of Shrewsbury’s website.

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

Township of Shrewsbury
Resolution #2025-36
County of Monmouth

AUTHORIZE PAYMENT OF BILLS

WHEREAS the Consent Bill List for a Contractor (Five Star, LLC) upon completion of job (gymnasium painting), preauthorized payment of \$ 6,133.00

WHEREAS the Township Committee of the Township of Shrewsbury authorized payment of 2024 bills in the amount of \$. 44,770.61

WHEREAS the total authorized payment of bills is the amount of \$

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

NEW BUSINESS – None

OLD BUSINESS – None

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

Mr. Puhak offered a motion to open for a public hearing, moved and seconded by Mayor Jennings. All aye

Hearing:

There being none

Ms. Lettice offered a motion to close the public hearing, moved and seconded by Mayor Jennings. All aye

EXECUTIVE SESSION –

REOPEN MEETING-

DATE OF NEXT MEETING – Regular Meeting, February 11, 2025, at 6:00 PM

ADJOURNMENT

Mayor Jennings offered a motion to adjourn the meeting, moved and seconded by Ms. Lettice. All aye.