



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

**Katrina Thornton, CMR
Acting Municipal Clerk**

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

Shrewsbury Township Committee

August 13, 2024

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 11, 2024, 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: Deputy Mayor Lynda Lettice, Mayor Lester Jennings. Glenwood Puhak, absent.

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

SALUTE TO THE FLAG

APPROVAL OF MINUTES

Minutes of the meetings for June 18 and July 9 will be approved at the next meeting.

CORRESPONDENCE –

No Correspondence

REPORTS -

FINANCE

Ms. LaPorta did not have anything to report.

HOUSING INSPECTION

No report from Mr. Welsh.

RECREATION

Mr. Brunson reported that he received the three quotes for the paint job to the gym and two quotes were around \$10,000 but that for painting it, while the third quoted around \$4,660 and they would be spraying the gym. He thought that would be a great way to go because they would be saving money. They would go with a light grey with white borders and not use three colors. To put another color would be around \$200 but he would see.

Ms. Thornton stated the gentleman stated he would be willing to clean the rugs in the building as an additive.

Mr. Brunson stated the name of the company is For Sure Painting.

Mr. Brunson stated he would also be submitting quotes for wall pads in the gym because they are needed especially for the summer months when the groups such as DSN come in. He stated this was the last week for the DSN group. He stated since they've been using the gym he has been spraying at least three times a week, especially since the rise in covid. They are just waiting on the air unit.

MUNICIPAL ATTORNEY

Mr. Anthony stated that both he and Katrina have been working on the Recycling Contract they just approved a letter that Katrina prepared going out to all the complexes in Shrewsbury Township advising them that we are going to have an outside contractor pick up the recyclables but one of the conditions is that each complex either lease or own their own bins. A letter will have how much it will cost to own the bin and how many bins each complex would need verses leasing the bins. So, we are giving the complexes thirty days to get back to us. If they do not respond it is assumed they will handle their own recycling.

Mr. Anthony questioned whether they ever received the shared service agreement from Red Bank for EMS services.

Ms. Thornton stated yes, they did receive it as well as the change that they wanted to be paid quarterly. She stated she would send him a copy. She stated the entities would like to come together. She was not sure about the apartments but AVMA and The Woods they would like to have a meeting as they did before, once a year where they have the management companies of all three entities together with the Township Committee, Attorney and Code Enforcer.

Mr. Anthony suggested next Tuesday at 3pm.

Ms. Thornton stated she would check. She stated the questions they asked they wanted to see how everyone else was going to handle it. She told them that they 30 days but more than like 15 days after that which is October 1st for recycling to start with Republic.

Mrs. Kane questioned the cost of the containers.

Ms. Thornton stated it is estimated at \$45 per month to lease, \$75 per container to purchase. The Township is paying for the full service for them to pick up throughout the town. She said for AVMA they said they would suggest 21 containers and 19 for The Woods. She stated she did not remember the number the apartments would need off the top of her head and this is all just to start and it also depends on how much they are picking up in here. She stated if only one entity chooses to do it she's not sure if it will affect the cost of the containers but it will not affect the cost that the Township has to pay.

Mr. Anthony stated he was sure that both Alfred Vail and The Woods would respond. He suggested giving Cassandra with the apartments a phone call regarding it this one time.

Ms. Thornton stated both AVMA and The Woods had questions, which was helpful to her.

PUBLIC WORKS

Ms. Thornton stated that both Ms. Lettice and Mayor Jennings were currently creating schedules for the department and when they had the Workshop Meeting they went over everything that had to be done. Ms. LaPorta helped them design and prioritize things. They also broke it out as to what they thought DPW could do where we did not have to hire an outside contractor. She stated the HVAC would have to be done because the engineer was here and we will have to decide what we will have to go out to bid for and what we could look for grants for. She stated DPW has to be blacktopped for insurance reasons and we will have to go out to bid for that. She stated the HVAC systems in both buildings have to be done before winter. The engineering company is also coming to look at the roof to see how big the job is because there is a filtration issue. As far as the park, Mayor Jenning is going to take off to work on it with Shawn so they can fix the slabs that are up and they are going to rent a machine to cut the limbs that are in the trees that are over the swings rather than hiring a company to come in.

Mr. Anthony stated he has not heard from American Water Co. since she passed the resolution.

Ms. Thornton stated she got an email today.

Mr. Anthony questioned what did they say.

Ms. Thornton stated it said they were moving forward and that Mr. Anthony and her would be hearing from him soon and we have to say what the money would be used for. She stated she was told to make contact with the DLGS and DCA to find out what it can be spent on because it has to be in the utility contract.

Mr. Anthony not sure if we have conditions of use for it.

Ms. LaPorta stated she just need to know what we are allowed to use the funds for.

Mr. Anthony asked if she could send him a copy of the email.

Ms. LaPorta stated as far as the roof she thought they agreed to temporarily patch the spots that were leaking because the engineer thought that it would be a huge job.

SAFETY NEIGHBORHOOD WATCH

ORDINANCE (S)

Ms. Lettice, offered a motion to approve, moved and seconded by Mayor Jennings. All were in favor.

Township of Shrewsbury

Ordinance #2024-11

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF SHREWSBURY
BY REMOVING A HANDICAP PARKING SPACE AT 91 BARKER AVENUE

BE IT ORDAINED, by the Township Committee of the Township of Shrewsbury that the Code of the Township of Shrewsbury is hereby amended as follows:

SECTION 1.

Resident Handicapped On-Street parking, is hereby amended by removing the following:

No. of Spaces	Location
1	91 Barker Avenue

SECTION 2

This Ordinance shall take effect after its passage and publication according to law.

RESOLUTION(S)

TOWNSHIP OF SHREWSBURY

RESOLUTION #2024 –72

AUTHORIZE CANCELLATION OF TAXES AS A RESULT OF THE GRANTING OF A TOTALLY DISABLED VETRANS EXEMPTION (35 BELSHAW AVENUE)

WHEREAS, Sebastian H. Broccoli, the owner for Block 3 Lot 199 Qualifier D0059 has filed an exemption for taxes due to a total and permanent veteran disability, and

WHEREAS, Sebastian H. Broccoli is entitled to the exemption as a result of the total and permanent veteran disability per N.J.S.A. 54:4-3.30, and

WHEREAS the Tax Assessor has approved said application for the property where the applicant lives effective January 1, 2024, and every year the applicant qualified,

<u>YEAR</u>	<u>AMOUNT TO CANCEL</u>	<u>AMOUNT TO REFUND</u>
2024	\$2,884.50	\$1,291.68

NOW, THEREFORE, BE IT RESOLVED, that the Tax Collector of the Township of Shrewsbury recommends that the taxes on Block 3 Lot 199 Qualifier D0059, otherwise known as 35 Belshaw Avenue be canceled and therefore exempt for the duration of ownership and as long as the applicant meets all qualifications for said exemption.

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

RESOLUTION 2024-073

**AUTHORIZE AN AGREEMENT WITH REALTY DATA SYSTEMS, LLC
PROJECT EXTENSION
PROPERTY DATA COLLECTION AND VERIFICATION PROGRAM**

WHEREAS the Township of Shrewsbury, with an address of 1979 Crawford Street, Shrewsbury Township NJ 07724 (the “Township”) and Realty Data Systems LLC, with an address of 2 Majestic Avenue – Suite 2, Lincroft NJ 07738 (“RDS” and together with the Township, the “Parties”) entered into a Contract for Real Property Data Collection and Verification Services (the “Contract”) pursuant to the Township’s Resolution #2019-87 dated September 10, 2019; and

WHEREAS the Contract required RDS to perform inspections of 20% of all real property situated within the boundaries of the Township annually from 2019 to 2023 to complete the Township’s second inspection cycle; and

WHEREAS RDS has completed the required inspections specified above; and

WHEREAS RDS implemented the Remote Virtual (“RV”) interior inspection process in the Township in 2021, and the RV process has been incorporated into both N.J.S.A 54:4-23b and the rules and guidelines approved by the Monmouth County Board of Taxation; and

WHEREAS the Parties wish to complete the Township’s next inspection cycle by December 31, 2028;
The Parties hereby agree to extend the Contract for the period of 2024 through 2028 upon the same pricing contained therein, with Section 15 of the Contract being amended as attached hereto in Appendix A to reflect the addition of the RV interior inspection process.

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Shrewsbury, the County of Monmouth, State of New Jersey, hereby awards a project extension per the June 18, 2024, proposal to Realty Data systems, LLC. At the same pricing contained therein, with Section 15 of the Contract being amended as attached hereto in Appendix A to reflect the addition of the RV interior inspection process.

PROJECT EXTENSION
PROPERTY DATA COLLECTION AND VERIFICATION PROGRAM

WHEREAS, the Township of Shrewsbury, with an address of 1979 Crawford Street, Shrewsbury Township NJ 07724 (the "Township") and Realty Data Systems LLC, with an address of 2 Majestic Avenue — Suite 2, Lincroft NJ 07738 ("RDS" and together with the Township, the "Parties") entered into a Contract for Real Property Data Collection and Verification Services (the "Contract") pursuant to the Township's Resolution #2019-87 dated September 10, 2019; and

WHEREAS, the Contract required RDS to perform inspections of 20% of all real property situated within the boundaries of the Township annually from 2019 to 2023 to complete the Township's second inspection cycle; and

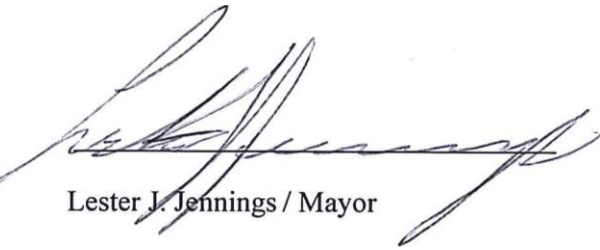
WHEREAS, RDS has completed the required inspections specified above; and

WHEREAS, RDS implemented the Remote Virtual ("RV") interior inspection process in the Township in 2021, and the RV process has been incorporated into both N.J.S.A 54:4-23b and the rules and guidelines approved by the Monmouth County Board of Taxation; and

WHEREAS, the Parties wish to complete the Township's next inspection cycle by December 31, 2028;

The Parties hereby agree to extend the Contract for the period of 2024 through 2028 upon the same pricing contained therein, with Section 15 of the Contract being amended as attached hereto in Appendix A to reflect the addition of the RV interior inspection process.

The Parties have executed this Contract Extension with an effective date this 18th day of June 2024.

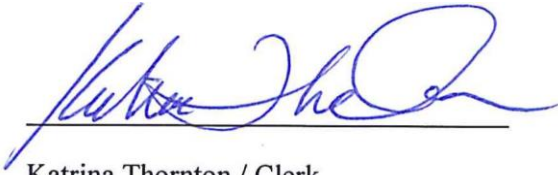


Lester J. Jennings / Mayor



Michael J. Panter, Esq.

/ Member



Katrina Thornton / Clerk
CTA / Member



Daniel M.

Kelly,

APPENDIX A

15. Property. Inspection:

At least two (2) weeks prior to their scheduled inspections, unless a different time frame is directed by the Assessor, the Company shall notify the current owners on file for each property within the Municipality (excluding Municipality-owned properties), by mail, that the Company will be conducting inspections, explaining the nature and purpose of the data collection program.

The letter will come from the Tax Assessor's office at the Company's expense and must state that each property will be subject to an interior and exterior inspection and that there will be no further notice prior to inspection visits.

The letter will provide contact information for the Assessor to field any specific questions and instructions which enable property owners to complete a remote virtual ("RV") interior inspection which does not require physical entry. A copy of said letter must be submitted to the Assessor prior to being mailed.

RV inspections shall be completed for all property owners who contact the Company following the initial mailing and prior to the conclusion of each annual project, in addition to an in-person visit to each property by the Company's personnel to complete an exterior inspection. During this in- person visit, a property owner may elect a physical walkthrough to complete an interior inspection. All property owners who do not elect a physical walkthrough will be provided with instructions for completing an RV inspection.

Inspection visits shall be made after 9:00 a.m. but before 7:00 p.m. on any day, Monday through Saturday. RV inspections may be scheduled with property owners for any day of the week.

Interior data may be collected directly from property owners in select circumstances, as permitted by the Assessor, such as cases in which an owner or occupant's health is not conducive to a physical walkthrough or an RV inspection.

If the owner/occupant is not available at the time of the in-person visit, a calling card or "door tag" shall be left in a conspicuous place (not in a mail box) indicating that the field inspector has attempted to visit and providing instructions for the owner/occupant to contact the Company to complete an RV interior inspection. This card shall include information advising that the inspection is necessary for the Municipality to accurately assess their property and that failure to complete an interior inspection may impact any assessment appeal.

A second and final mailing shall be made by the Company at its expense following the inperson visit to all properties for which an interior inspection has not been completed via physical walkthrough or RV inspection. This letter will include instructions for contacting the Company to complete an RV inspection and the guidance regarding the importance of an interior inspection contained in the prior paragraph.

This Contract requires the inspection and verification of all property exteriors and three interior inspection attempts, comprised of in-person inspection visits, door tags and Company mailings containing RV inspection instructions. The Company shall not be required to complete any exterior inspections of properties which are inaccessible, or any exterior or interior inspections when the property owner and/or occupant refuses

to permit inspection, with such properties being labeled accordingly for the Assessor and excluded from subsequent visits.

In cases where no interior inspection is possible after the attempts required herein or an owner/occupant fails to contact the Company to complete an RV inspection (in a reasonably designated time period) or to allow entry to the premises, the Company shall indicate this on the relevant property record, for review by the Assessor. In no event shall a card be left requesting the owner/occupant to fill in information.

The Company shall immediately notify the Assessor of any properties discovered not to be on the current tax list so as to permit adequate time to place an Added/Omitted assessment on the property.

The type of construction will be recorded by component parts such as, but not necessarily limited to, foundation, basement area, wall construction, roof, floors, interior finish, heating system, fireplaces, plumbing, fixtures, number of rooms and physical condition, as possible.

Each inspector shall record the name or code of the person making the inspection, the date of inspection, and input the name of the owner/occupant who is present (whether for a physical walkthrough or RV inspection) when verifying that an interior inspection has been conducted.

All properties within the Municipality must be inspected and verified during the term of the Contract, subject to the exceptions noted above, which shall include the initial term and extensions.

The Company shall be responsible for identifying those properties subject to inspection in any given year, with the exception of properties identified for Added/Omitted inspections which shall be the responsibility of the Assessor.

Inspections of 20% of the Municipality's properties shall be completed annually from 2024 through 2028, provided that the Company may inspect a greater or lesser number of properties during any annual period upon the agreement of the Parties and provided that not less than 40% of the Municipality's properties are inspected during any two year period.

Inspection data shall be electronically forwarded to the Municipality's data custodian at the completion of each annual portion of the project. Upon completion of a review by the Assessor, should discrepancies appear in the Company's data, the Company shall make the necessary corrections at its own expense.

The format of the property record data collection card shall be as indicated on the Monmouth County System (MOD IV and CAMA). The Assessor may make random spot checks throughout the Municipality to verify that inspections are being conducted in the appropriate manner. The Assessor or his designee may accompany Company employees at any time during the field inspections.

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

**TOWNSHIP OF SHREWSBURY
RESOLUTION #2024-74**

**Authorizing Emergency Payment to HI Volt Electric, LLC for
Repairs to Surged Transformers**

WHEREAS, HI Volt Electric, LLC, 512B Raritan Steet Sayreville, NJ 08872 has performed emergency repairs for Shrewsbury Township; and

WHEREAS, HI Volt Electric, LLC has submitted invoice # 2022732 and invoice # 2022749 for payment for a total amount of \$8,150.00; and

WHEREAS, the Project Engineer, Collier Engineering, P.A. has assisted with retaining HI Volt to assist during the emergency repairs and all are in order and recommend payment of the voucher submitted; now.

THEREFORE, BE IT RESOLVED, by the Township Committee of The Township of Shrewsbury, County of Monmouth, State of New Jersey for emergency repairs on transformers, in the amount of \$8,150.00 is hereby approved, the Chief Financial Officer is hereby authorized to issue a check

to HI Volt Electric, LLC, 512B Raritan Street, Sayreville, NJ 08872. Purchase Order # 24-00276 and check # _____ for work completed at 78 Belshaw Ave and 44 Barker Ave.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2024 –75

AUTHORIZED PAYMENT OF CONSENT BILLS DATED AUGUST 08, 2024: \$ 74,192.89
(COUNTY TAXES, TAXATION, RUTGERS & STATE EXAM)

WHEREAS the Township Committee of the Township of Shrewsbury authorized payment of bills in the amount of \$ 23,975.09

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

Ms. Lettice offered a motion to open the meeting to the public, moved and seconded by Mayor Jennings, all were in favor.

Robin Kane stated the company that did the repair to the lateral main break last week was very thorough and did a great job, the engineer Omar was wonderful.

Mr. Anthony stated based on the review of his emails she was referring to the break in the lateral right before the main.

Mrs. Kane stated that was correct and commended everyone for their hard work. She also questioned whether they heard anything from Hi-Volt and when they could do the lights.

Ms. Thornton stated they were in conversation now because they can come in there for an emergency but they've haven't come in to repair the lights yet and the same with JCP&L.

Mrs. Kane stated there was an additional light out that was not on the list.

Ms. Thornton asked if she could send the information to her. She stated Bill White was actually reaching out to Hi-Volt and get a confirmed date because we will need a new quote. It would also include the pole at 26 Barker.

Ms. Kane stated it was on the corner of Shrewsbury Avenue and Barker. She questioned whether the Township has spoken to AVMA so that they all could work with the Township and they could all be done together.

Ms. Thornton stated she did previously but until they have a confirmed date and quote. She stated yes they would do it with the Township but they just want to see the quote because they have other things that they are trying to prioritize as well.

Mrs. Kane asked if she needed her to send a letter to JCP&L. She has been taking the rounds at night for the Township and there are no additional ones for the Township or AVMA.

Ms. Thornton stated it would not hurt to make a second call. She stated she deals with Frank Luna and she has a form that has to be filled out in order to contact them.

Mr. Brunson questioned the plan for the bocce area that was outdoors.

Msl. Thornton stated if they got a building grant which is what they were looking for that would go away. She stated right now it has poison Ivy, poison oak and moss. She stated Shawn stated he sprayed it with

something to try and kill that.

Mr. Brunson questioned whether they were telling the residents to stay away because apparently you have the yellow tape up.

Ms. Thornton stated yellow tape needs to go around the back as well because it has poison ivy as well.

Mr. Brunson suggested notifying the residents so that the kids do not go back there.

Mrs. Thornton stated they could

Mrs. Kane stated there was a great killer for the poison ivy.

Mayor Jennings stated you could cut it down from the root.

Mrs. Kane questioned whether they were going to get a part-timer for public works.

Ms. Thornton stated it has not been deemed necessary. Shawn is done with his recycling by 10:30-11:00am and anything after that is just landscaping.

Mr. Anthony questioned what would Shawn do if there's no recycling.

Mrs. Kane stated there was plenty to do such as curbs.

Ms. Thornton stated the curbs would be done before that because it has to be done before winter.

Mr. Anthony questioned what was the snow plow situation.

Ms. Thornton stated the Township has three.

Mrs. Kane questioned if it was possible to send a letter to Shoprite thanking them for the two pallets of water.

Ms. Thornton stated yes it was.

Ms. Thornton questioned what would have to be put in place for Shrewsbury Township Day and Mr. Brunson is looking to do it around August 31, 2024. She discussed the specifics and stated there would only be one vendor.

Mr. Anthony stated he would like to do a hold harmless agreement and have each vendor sign. Mr. Anthony was concerned as to how many residents would attend.

Ms. Thornton stated she did not know but would put it out there to see how many would be willing to come. She stated Mr. Brunson wanted August 31st but everyone else wanted cooler weather like in October.

Mr. Anthony suggested she come up with how many and he would come up with a hold harmless agreement.

Ms. Thornton stated she would send him the document she created last year when they were thinking of doing it. She also stated when they do the dedication for the park they would have to get the placard for Ed Nolan.

Ms. Thornton also informed Mr. Spengeman that the website was back up and both her and Pam were working on that. She stated they were also going to load the audio of the meetings as well and a page would be created for that.

Bill Spengeman 143 Belshaw stated he wish that someone was here from the board. He stated today for the second time he saw the AVMA porter scraping vegetation out of the curb roadway intersection in his neighborhood. He stated he's seen him do it about two weeks ago as well. He stated he hadn't had an occasion to see a board member to say since when so when he saw the gentleman today he asked him if he would like water because it was so hot outside. He asked him why was he doing that and the gentleman said that it had to be done and he referred to a location that he said was two feet high. He said he knew and there were some places that look like its corn. He informed the gentleman that it was the Township's responsibility and the gentleman stated the Township was not doing it. Mr. Spengeman stated they did it before and asked Mayor Jennings as the liaison to the DPW why it was no longer being done.

Ms. Thornton stated AVMA called three weeks ago about doing it and they explained to Shawn that the Township did the curbs on the street and he is to weed wack them as he goes down the street and pick up any garbage in the street.

Mayor Jennings stated he will start doing it.

Mr. Spengeman stated for his information no one has done it all year. No one has done it until the guy from AVMA has.

Mrs. Kane stated she brought it up at the board meetings as far as a year ago. The roads and curbs have to be done before they even paint it.

Mr. Anthony asked if was still the President of the board for AVMA because he use to come to the meetings.

Mrs. Kane confirmed that he was.

Ms. Thornton questioned when was the next AVMA meeting.

Mrs. Kane stated she would let her know.

ADJOURNMENT

Mayor Jennings offered a motion to close the hearing, moved and seconded by Ms. Lettice; all were in favor.

Mayor Jennings stated the next meeting would be Tuesday, September 10, 2020 at 6pm.

September 10, 2024
Respectfully Submitted

Katrina Thornton, CMR
Acting Municipal Clerk