

Minutes March 20, 2024

Pledge of Allegiance

Roll Call

Ms. Thornton stated we need to discuss the things we need and what needs to be repaired.

Recreation

Richard Brunson stated they had about three or four minor injuries in the past with people renting the gym as far as a slippery floor but nothing major. He started doing research on different flooring, and he came up with one from floor master's and it comes in rolls and can be rolled out. He stated its sturdy with a nice vinyl texture, and it is approximately \$1,300.00 a roll but they would have to do the measurements.

Ms. Thornton questioned whether it would have lines.

Mr. Brunson stated it is like a regular basketball court.

Ms. Lettice questioned whether it would go over the present floor.

Mr. Brunson stated he was not sure how they would do it. He thinks they will probable lift the current one up or they may say that it can go on top.

Ms. Thornton questioned how it compared to a floating floor because if its vinyl will water make it lift?

Mr. Brunson stated it would be expensive.

Ms. Thornton stated he could find a Parquet that is used. She stated she felt if water impacts the current floor, then it might impact the vinyl as well. She stated they should look more for a Parquet floor that you could pick up and stack or some type of wooden floor. A lot of times when they clear the big gyms in colleges they refurbish those floors and sell them at a lesser price. She asked if Mr. Brunson could have someone come in and give us a quote with more of a floater idea in mind that is durable and relates to water for us.

Mr. Brunson stated they would also need wall pads in certain areas of the gyms, and he has the measurements. He also stated the walls need a fresh coat of paint.

Ms. Thornton questioned what they were going to do as programs because they had the woman from AVMA.

Mr. Brunson stated he spoke with her, and she said that she is available on Saturday mornings and with the new schedule coming up we could incorporate the crafts.

Ms. Thornton stated that it means that we will have to do a background check on her, which she has previously done.

Mr. Brunson stated they had enough props to keep them busy until after summer.

Ms. Thornton stated we could make her the Recreation Assistant where she would create a program and get hours. We could set it for a certain amount of time.

Ms. Thornton and Ms. LaPorta discussed ordering water bottles from SS. Ms. Thornton suggested he meet with Laila and create a list of programs they will be doing and do it one time as a mailing as we get ready for Summer/Spring.

Mr. Brunson discussed the kids moving the benches.

Ms. Thornton stated Shawn suggested cementing them down.

UTILITIES

Ms. Thornton stated Hi-Volt was supposed to come in March, but they did not. She stated reached out to Bill White and asked him to find out when they were going to come out and fix the pole and they also have nine lights out around town, but they are not all JCP&L lights. She stated they would have to go into an agreement with AVMA again because it would be cheaper in labor and pay once. She stated she spoke with AVMA at their meeting, and they are willing to go to another agreement with us which we will have to go through Gene for and the Township will only pay for streetlights. However, she will have to speak with Bill White regarding one light. She discussed lights in Shrewsbury Woods.

Ms. Thornton stated Mr. Puhak had asked about the speed humps.

Ms. Thornton discussed the improvements to the roads and NJ American Water Company and the sale of the water system.

Ms. Thornton stated Bill White stated we would have to discuss the electrical, but it is strictly AVMA. She also stated she has spoken to Bill White to look for a grant to rebuild the other half of the patio and build they needed to build a craft room and to build a file room that is fire safe.

Ms. LaPorta stated that was an extremely expensive project and in Oceanport they used the Extra space Storage as you come out of the Fort and they charge maybe \$2500 a year.

Ms. Thornton stated she thought if they had sprinklers, they were okay.

Ms. LaPorta stated she was not sure.

Ms. Thornton stated a historian wants to come to Shrewsbury Township and review our records, but she does not know what files are at Public Works and the files in the Municipal building are not secure. We must create some type of file room to put the files in.

Ms. LaPorta suggested having the historian help her at no cost or somewhere down the road hiring someone to do it because Tom Seaman left so much in the CFO office as well.

Ms. Thornton stated her day is full and it is hard for her to get to it and Jason is starting to do the Tax files. He just had her sign on to ARTEMIS to get rid of some documents. She started just to clean up the files and tell someone to do certain things that are difficult.

Ms. Thornton stated the lights in the park, that's HI-Volt and they are expensive.

Mayor Jennings suggested using the company that came in and looked at the heater.

Ms. LaPorta questioned whether she needed a licensed electrician, or whether we do not have a lift to get up there.

Ms. Thornton stated they needed someone to create lights and put them in there. She stated DPW does not have a phone line, nor do they have electricity that they can run out. They cannot get a phone line because it would be extensive and expensive. They cannot get a phone down there unless Mr. Puhak talked with someone or came up with something. She also discussed switching from the Township's phone provider RFP and going to Comcast Cable. She stated RFP charges the Township a lot of money and even to change voicemail they will charge us \$300.00 and often the phones do not work.

Ms. Thornton stated they still needed heat in a portion of the municipal building and in DPW. The heat in the building they had given them \$800+ dollars as a number but questioned what they were going to do with DPW. She stated some of the equipment's engines must be kept warm. She also stated the DPW yard must be black topped for insurance reasons.

Mayor Jennings stated they were coming.

Ms. Thornton asked whether she should list the items that would be going up for sale at the next meeting.

Committee confirmed that they were ok for her to place it on the next meeting.

Ms. Thornton confirmed that it was the trailers, generator, mason dump and leaf blower. She stated she believed all the items had an inventory ticket on it.

Ms. LaPorta stated Katrina helped and she felt the claim inventory is worth every penny and you send it to the auditors when it has done. She stated we cannot anticipate that revenue because we do not know what it is going to be, so whatever we get from it can go into surplus and then you can draw down from surplus the following budget year. She stated you never want to use surplus to fund your operations because if you don't regenerate it the next year then you will come up short and kind of screw yourself, but you can use it for things you don't want to go out and bond for such as a new truck or let it sit in surplus. She also stated based on the email she is in you can use your clean community's money to clean, whether you want to clean the side of the building or clean the woodchips but not replace it.

Ms. Thornton stated Shaun also wanted a Lean II.

Mrs. Lettice questioned what it was.

Ms. Thornton stated it was the side of the building that had a cover on it.

Mrs. Lettice questioned whether it was a car port.

Ms. Thornton stated yes, you could also put heat in it.

Mayor Jennings stated the Township did not need it and suggested he make room in the shed.

Ms. LaPorta stated if he wanted a shed the Department of Corrections makes them and they are not that expensive. She suggested they check with Deptcor where they put inmates to work, and they build things, and it should not be that expensive.

Ms. Thornton stated that Shaun also stated he needed all new rakes and shovels, and the mayor should go over it with him. He felt all those supplies needed to be replaced.

Ms. LaPorta stated they had building and grounds money and now that they are not going to pay those engineers to do water testing that goes away and that they should free up for whatever you want to get done back there.

Ms. Thornton stated Shaun also wants to make the lawn mower a mulching lawn mower.

Mayor Jennings stated they were doing okay with what they had.

Office and Personnel

Ms. Thornton stated they already agreed that they were going to be looking for a recreation person.

Ms. Lettice stated that we are going to put the auction items at the next meeting and questioned when they would move forward with that.

Ms. Thornton stated they would move forward once the Committee approved of it and they would have to figure out who they would use.

Ms. LaPorta stated she was not sure how it was done but she could find out.

Ms. Thornton stated the largest ticketed item was that the municipal building needed a new roof.

Mayor Jennings stated he thought that they were waiting to get a grant.

Ms. Lettice stated they were waiting for Bill White to get back to them.

Ms. Thornton stated getting the roof was the biggest project. The kitchen was being done and they cut the price on that. She stated she got the sale items on that.

Ms. LaPorta questioned how much a new roof was.

Ms. Thornton stated she was not sure, considering the gym needed a new roof and we are going to have Garden State and another company to come in. She stated her understanding was that the roof is incorrect because there is not a pitch for it to go down into the gutters which is why we have all the leakage when the sealing lifts. We also need to build a drainage system, and an architect must do it.

Ms. LaPorta stated we would have to bid for it or go out for a state contract. She further stated that when Meghan Bennett with our Bond Counsel did the capital ordinance for us it included the HVAC for township buildings, transformer halt, park lighting and Barker Avenue cross arms in there. She stated there was money in last year's capital, but she did not know the status of those of those projects. She stated if we received an idea from Bill White as far as the cost for the roof, we could use it for capital 2024. She reported last year's capital was approximately \$58,000 and they left it open so they could go out to bond if they wanted to. She further stated that the former CFO was doing that but he wasn't going to the MCIA to finance it and he was funding it through the regular budget through deferred charges, but as long as we have cash to do that it is fine we don't have to go out to MCIA.

Ms. Thornton questioned whether they wanted to review the fees for rentals. She questioned whether they wanted to review the rental fees because they should do all their ordinances at the beginning of the year to get them done and over with.

Ms. LaPorta questioned whether they had to provide proof of insurance.

Ms. Thornton confirmed that anyone wishing to use the gym would have to provide a million dollars in insurance, pay a fee to serve food, pay a fee to use the appliance and there is a \$250 refundable deposit fee when they use it. If they are a resident of Shrewsbury Township \$40hr and if you are a non-resident its \$80hr. which includes set up and breakdown. On Friday she created a new form and sent it out. She added \$65 if they used the stove and \$45 if they did not just use the kitchen. She also stated she would like to build across from where she sits to incorporate the Clerk's office because she cannot go into that office to get anything or work without leaving the front office vacant.

Ms. Thornton stated she reached out to Mr. Anthony, Ms. Lettice, and Ms. LaPorta about an election stipend with a range of \$500 - \$1000, Eatontown paid \$800 for each election when they did the elections for us. She stated this year she will be doing three elections.

Ms. LaPorta stated the amount they come up with should be per election, whether it is \$300, \$400 or more, just change the range. She questioned whether everyone else would receive 2%.

Mayor Jennings and Ms. Lettice agreed to 2%.

Ms. LaPorta discussed the benefits part-time employees were entitled to and would put an additional \$500 for DECRAPI into the budget.

Ms. LaPorta questioned if she needed any other staff because they would have to guesstimate the hours and rate. She questioned what the minimum wage was.

Ms. Thornton stated she would have to investigate that because she thought they were around \$15 but it was within our range. She stated she did the salary ranges with a 2% increase.

Ms. LaCosta stated typically you do not give 2% to a new hire. They would normally wait a year to get their 2% but it is up to the Committee.

The Committee agreed to give Jason Sutton, Tax Collector, a 2% increase even though he was a new hire.

Ms. LaPorta stated at some time they are going to need someone part-time, and they could help in requesting to get rid of records for Katrina.

Ms. Thornton stated she was in agreement to hire someone as a part-time person. She also stated that she was trying to pull revenue back because when she goes through some of the bills there's things that should not be paid or continued. She eliminated some of the magazine subscriptions and certain things she should not have had to pay she received credits for them, one of them being Pitney Bowes. The other revenue were the dogs. She stated she requested the apartments give her a list of everyone that has a dog. She stated she got a list from the condominium's and AVMA and once those residents got the notice, they all came in to license their dogs. The apartments have not submitted theirs and everyone in the complex has a dog. She stated she told them that they were going to force their residents to pay

more in late fees. She is collaborating with Tommy Welsh to get that and to get that money in. Tommy Welsh will also be working on the UCC for the apartments to make them maintain their properties. She stated she would still like to have Shrewsbury Township Day.

Ms. LaPorta stated she still needed to speak with the auditors about the Recreation Trust because there's money that is just sitting there.

There was also a discussion about activities with seniors and activities for the children and dedicating a bench in the park to Mayor Nolan.

Ms. Thornton stated the other form of revenue would be through the parking ordinance. She stated people would be fined for parking illegally mostly in the municipal lot and for not picking up behind their dogs.

Ms. LaPorta discussed the temporary budget and the projection date of the budget.

Ms. Thornton stated Ms. Kane wanted an OEM Jacket, hat, and a badge and maybe magnets for the car door.

Ms. LaPorta stated everyone should have a T-shirt or something that would identify them in case of emergencies.

Ms. Thornton stated that Mr. Welsh stated she should have a jacket or vest and that she should attend a class that is in Atlantic City in April, its only for half a day.

Mayor Jennings stated he would investigate it.

Ms. LaPorta stated there was a line item in the budget for Emergency Management/OEM and last year it was \$500 and none of it was spent.