



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

**Katrina Thornton
Acting Municipal Clerk**

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

**Shrewsbury Township Committee
January 1, 2025
Reorganization Meeting - 2:30 PM**

AGENDA

CALL MEETING TO ORDER The 2025 Township Committee Re-Organization Meeting is called to order.

NOTICE REQUIREMENTS

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 Asbury Park Press on November 13, 2024 in addition to posting on the bulletin board in the Municipal Building by the Municipal Clerk. In addition, the meeting agenda and resolutions are posted online at www.townshipofshrewsbury.com.

FLAG SALUTE

ROLL CALL

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

OATH OF OFFICE – ELECTED TOWNSHIP COMMITTEE MEMBER

Re- Elected Township Committeewoman Lynda Lettice was sworn into office by Assemblywomen Margie Donlon, Luanne Peter Paul. Assisted by Katrina Thornton.

MEMBERS QUALIFIED TO SERVE

Glenwood Puhak

Lynda Lettice

Lester Jennings

Elect Mayor

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025 - 1
County of Monmouth**

Elect Mayor

BE IT RESOLVED that Lester Jennings designated as Chairperson and Mayor of the Township of Shrewsbury for the year 2025.

Lester Jennings was sworn in by Assemblywomen Margie Donlon, Luanne Peter Paul. Assisted by Katrina Thornton.

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

ELECTION OF DEPUTY MAYOR

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025 - 2
County of Monmouth**

Elect Deputy Mayor

BE IT RESOLVED that Lynda Lettice is designated Vice-Chairperson and Deputy Mayor of the Township of Shrewsbury for the year 2025.

Chairperson Lettice was sworn into office by Assemblywomen Margie Donlon, Luanne Peter Paul. Assisted by Katrina Thornton.

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

AUTHORIZE MAYOR'S APPOINTMENT OF DEPARTMENTS

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-3
County of Monmouth**

AUTHORIZATION OF MAYOR'S APPOINTMENTS FOR 2025

WHEREAS, the Mayor is authorized to appoint certain individuals to monitor Township Departments; and

NOW THEREFORE BE IT RESOLVED, that the Mayor of Township of Shrewsbury hereby makes the following appointments:

Finance-	Glenwood Puhak
Utilities-	Glenwood Puhak
Legal-	Lynda Lettice
Public Works-	Lester Jennings
Township Building-	Lynda Lettice
Garbage Disposal-	Lester Jennings
Insurance-	Glenwood Puhak
Office-	Lynda Lettice
Engineering-	Glenwood Puhak
Recycling-	Lester Jennings
Recreation-	Lester Jennings
Personnel-	Lynda Lettice
Code Enforcement-	Lynda Lettice
Safety and Neighborhood Watch-	Lester Jennings
Housing Inspection-	Lynda Lettice

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

TOWNSHIP ATTORNEY

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-4
County of Monmouth**

Appoint Township Attorney

WHEREAS there exists a need for the services of a Township Attorney for the Township of Shrewsbury for a one-year term beginning January 1, 2025, ending December 31, 2025; and

WHEREAS, the Township of Shrewsbury has solicited such professional services through a fair and open process as provided for and defined in accordance with N.J.S.A. 19:44A-20.4, et seq., subject to the provisions of the Local Public Contracts Law as set forth in N.J.S.A. 40A: II-1, et seq., regarding professional services; and

WHEREAS, the Township CMFO has certified that funds are available in the 2025 temporary budget.

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

1. The firm of Gene J. Anthony Esq., Eatontown, NJ is hereby designated as Township Attorney for the Township of Shrewsbury beginning January 1, 2025, and ending December 31, 2025.
2. The Mayor and Clerk are hereby authorized to execute a contract according to law and in accordance with this resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. That the Township shall fund said award through its 2025 budget, Legal services O/E in the amount of \$37,229.39 per annum. No amount of any contract shall be chargeable until certification of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey.
4. This appointment is made in accordance with the Local Public Contracts Law, and the fair and open process as provided by NJSA 40A:11 et.seq.
5. A Notice of this appointment shall be advertised in an official newspaper of the Township of Shrewsbury as required by law.
6. That upon the adoption of the within resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township CFO.

Mr. Anthony was sworn into office by Assemblywomen Margie Donlon, Luanne Peter Paul. Assisted by his wife, Judy Anthony.

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

APPOINT AUDITOR

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-5
County of Monmouth**

Appoint Township Auditor

WHEREAS, there exists a need for the services of a Township Auditor for the Township of Shrewsbury to conduct an audit of the Township financial records for the year ending December 31, 2024 and to serve as the Township General Auditor for the calendar year 2025 in accordance with the Township Ordinance and the laws and regulations of the State of New Jersey regarding same; and

WHEREAS, the Township of Shrewsbury has solicited such professional services through a fair and open process as provided for and defined in accordance with N.J.S.A. 19:44A-20.4, et seq., subject to the provisions of the Local Public Contracts Law as set forth in N.J.S.A. 40A:11-1, et seq., regarding professional services; and

WHEREAS, the Township CMFO has certified that funds are available in the 2025 temporary budget.

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

1. The firm of Fallon & Company, Hazlet, NJ is hereby designated as Township Auditor for the Township of Shrewsbury beginning January 1, 2025 and ending December 31, 2025 to conduct the Annual Audit and prepare other financial documents as requested and required.
2. The Mayor and Clerk are hereby authorized to execute a contract according to law and in accordance with this resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. That the Township shall fund said award through its 2025 budget, Auditor services in the amount of \$13,000 to perform the annual audit and hourly rates total not to exceed \$3500 for the, AFS, and ADS. No amount of any contract shall be chargeable until certification of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey.
4. This appointment is made in accordance with the Local Public Contracts Law, and the fair and open process as provided by N.J.S.A. 40A:11 et.seq.
5. A Notice of this appointment shall be advertised in an official newspaper of the Township of Shrewsbury as required by law.
6. That upon the adoption of the within resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township CFO.

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

APPOINT TOWNSHIP ENGINEER

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-6
County of Monmouth**

Appoint Township Engineer

WHEREAS, there exists a need for the services of a Township Engineer for the Township of Shrewsbury for the calendar year 2025 in accordance with the Township Ordinance and the laws and regulations of the State of New Jersey regarding same; and

WHEREAS, the Township of Shrewsbury has solicited such professional services through a fair and open process as provided for and defined in accordance with N.J.S.A. 19:44A-20.4, et seq., subject to the provisions of the Local Public Contracts Law as set forth in N.J.S.A. 40A:11-1, et seq., regarding professional services; and

WHEREAS, the Township CMFO has certified that funds are available in the 2025 temporary budget.

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

1. The firm of Colliers Engineering & Design is hereby designated as Township Engineer for the Township of Shrewsbury beginning January 1, 2025 and ending December 31, 2025
2. The Mayor and Clerk are hereby authorized to execute a contract according to law and in accordance with this resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. That the Township shall fund said award through its 2025 budget, engineering services O/E in the amount not to exceed \$ 17,500 for Township Engineer. No amount of any contract shall be chargeable until certification of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey.
4. This appointment is made in accordance with the Local Public Contracts Law, and the fair and open process as provided by N.J.S.A. 40A:11 et.seq.
5. A Notice of this appointment shall be advertised in an official newspaper of the Township of Shrewsbury as required by law.
6. That upon the adoption of the within resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township CMFO.

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

APPOINT BOND ATTORNEY

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-7
County of Monmouth**

Appointment of Township Bond Counsel

WHEREAS there exists a need for the services of a Township Bond Counsel for the Township of Shrewsbury to serve as the Township Bond counsel for the calendar year 2025 in accordance with the Township Ordinance and the laws and regulations of the State of New Jersey regarding same; and

WHEREAS, the Township of Shrewsbury has solicited such professional services through a fair and open process as provided for and defined in accordance with N.J.S.A. 19:44A-20.4, et seq., subject to the provisions of the Local Public Contracts Law as set forth in N.J.S.A. 40A:11-1, et seq., regarding professional services; and

WHEREAS, the Township CMFO has certified that funds are available in the 2025 temporary budget.

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

1. Meghan Ann Bennett of the firm of Dilworth Paxson LLP is hereby designated as Township Bond Counsel for the Township of Shrewsbury beginning January 1, 2025 and ending December 31, 2025.
2. The Mayor and Clerk are hereby authorized to execute a contract according to law and in accordance with this resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. That the Township shall fund said award through its 2025 budget, Legal O/E in the amount not to exceed \$7,500, and Capital ordinances as needed. No amount of any contract shall be chargeable until certification of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey.
4. This appointment is made in accordance with the Local Public Contracts Law, and the fair and open process as provided by N.J.S.A. 40A:11 et.seq.
5. A Notice of this appointment shall be advertised in an official newspaper of the Township of Shrewsbury as required by law.
6. That upon the adoption of the within resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township CMFO.

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

AUTHORIZE SHARED SERVICE AGREEMENT FOR MUNICIPAL CLERK SERVICES

**TOWNSHIP OF SHREWSBURY
RESOLUTION #2025-8**

RESOLUTION AUTHORIZING SHARED SERVICE AGREEMENT BETWEEN BOROUGH OF EATONTOWN AND SHREWSBURY TOWNSHIP FOR MUNICIPAL CLERK SERVICES

WHEREAS the Township of Shrewsbury is in continued need of a part-time Municipal Clerk to provide services of a Municipal Clerk for Shrewsbury Township; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes municipalities to contract with each other for shared services; and

WHEREAS the Township of Shrewsbury wishes to enter into a Shared Service Agreement with Borough of Eatontown on February 1, 2025, through December 31, 2025; and

WHEREAS the Township of Shrewsbury wishes to enter into a Shared Service Agreement with the Borough of Eatontown in order to share the Borough of Eatontown Municipal Clerk, Julie Martin, for 2—7 hours a week. During 8 am to 4 pm per week during regular business hours, namely Tuesdays, at an hourly salary to be determined by the Municipal Budget and Salary Ordinance, while allowing Ms. Martin to work privately for Shrewsbury Township under a contract separate and distinct from this Agreement for other hours outside of Tuesday, such as evenings and Saturdays, so as not to conflict with her position in Borough of Eatontown, per the 2025 Salary Ordinance of Shrewsbury Township.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey, that the governing body hereby authorizes the Township of Shrewsbury to enter into a Shared Service Agreement with Borough of Eatontown for the shared services aforesaid and the terms set forth above.

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

APPOINT DEPUTY MUNICIPAL CLERK (TABLED)

A motion was offered by Mrs. Lettice, moved and seconded by Mr. Puhak to table the resolution; all were in favor.

**TOWNSHIP OF SHREWSBURY
RESOLUTION #2025-9
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 varies in hours per week with a minimum of twenty hours a week that includes being the Registrar, Secretary of the Rent Leveling Board and Administrator of the Township Website; and,

WHEREAS, the Township Committee desires to reappoint Katrina Thornton as Acting Municipal Clerk/Registrar, as she has completed her remaining Clerk classes and is preparing to obtain her Certification to become a 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 Municipal 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 reappointed as Acting Municipal Clerk as of January 1, 2025 at an annual salary of \$ 20,000 whether certified or not with the understanding that once certified her salary will be revisited and that she needs to be certified in (1) year with the possibility of (2) two-one (1) year extensions.

BE IT RESOLVED, that one year has transpired which now allows Katrina Thornton to utilize one of her one-year extensions; and,

BE IT FURTHER RESOLVED, that Ms. Thornton shall also receive \$1,020.00 annually as the Administrator of the Township of Shrewsbury’s website.

2025 TEMPORARY BUDGET

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-10
County of Monmouth**

Authorize the 2025 Temporary Budget

WHEREAS N.J.S. 40A:419 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2025 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year, and

WHEREAS the total appropriations in the **2024** budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of **\$1,092,400.17**, and

WHEREAS twenty-six and twenty-five hundredths’ percent (26.25%) of the total appropriations in the **2024** budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of **\$286,755.04**.

WHEREAS, the attached list of temporary appropriations is within the above listed limitations,

NOW, THEREFORE, BE IT RESOLVED, by the Township committee of the Township of Shrewsbury, in the County of Monmouth, State of New Jersey, that the attached listing (Attachment 1 — 2025 Temporary Budget Worksheet) of appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records.

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

Attachment 1		
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	TEMPORARY APPROPRIATIONS – CY2024		
	GENERAL ADMINISTRATION		
	Salaries and Wages		\$ 17,500.00
	Other Expenses		\$ 7,500.00
	MAYOR & TOWNSHIP COMMITTEE		
	Salaries and wages		\$ 2,500.00
	Other Expenses		\$ 1,000.00
	MUNICIPAL CLERK		
	Salaries and wages		\$ 7,500.00
	Other Expenses		\$ 2,750.00
	FINANCIAL ADMINISTRATION		
	Salaries and wages		\$ 5,000.00
	Other Expenses		\$ 2,500.00
	AUDIT SERVICES		\$ 5,000.00
	TAX COLLECTION		
	Salaries and wages		\$ 1,200.00
	Other Expenses		\$ 425.00
	TAX ASSESSMENT ADMINISTRATION		
	Salaries and wages		\$ 3,000.00
	Other Expenses		\$ 750.00
	LEGAL SERVICES		
	Other Expenses		\$ 13,500.00
	ENGINEERING SERVICES		
	Other Expenses		\$ 6,500.00
	STATE UNIFORM UCC CODE ENFORCEMENT OFFICIAL		
	Salaries and wages		\$ 1,000.00

	HOUSING OFFICIAL		
	Salaries and wages		\$ 2,000.00
	Other Expenses		\$ 100.00
	INSURANCE		
	LIABILITY INSURANCE		
	Other Expenses		\$ 15,000.00
	WORKMEN'S COMPENSATION INSURANCE		
	Other Expenses		\$ 6,000.00
	EMPLOYEE GROUP HEALTH INSURANCE		
	Other Expenses		\$ 7,500.00
	UNEMPLOYMENT INSURANCE		
	Other Expenses		\$ -
	PUBLIC SAFETY FUNCTIONS		
	O.E.M.		
	Salaries and wages		\$ 300.00
	Other Expenses		\$ 100.00
	FIRE HYDRANT		
	Other Expenses		\$ 1,600.00
	UNIFORM FIRE SAFETY ACT (P.L.1983,Ch.383)		
	FIRE OFFICAL		
	Salaries and wages		\$ 250.00
	PUBLIC WORKS		
	STREETS & ROADS MAINTENANCE		
	Salaries and wages		\$ 20,000.00
	Other Expenses		\$ 9,900.00
	RECYCLING PROGRAM		
	Other Expenses		\$ 4,500.00
	BUILDINGS & GROUNDS		
	Other Expenses		\$ 20,000.00

	SOLID WASTE COLLECTION		
	Garbage & Trash Other Expenses		\$ 750.00
	Landfill - Solid Waste		\$ 800.00
	Bulk Container		\$ 250.00
	HEALTH & WELFARE SERVICES		
	VITAL STATISTICS		
	Salaries and wages		\$ 75.00
	ANIMAL SERVICES		
	Other Expenses		\$ 100.00
	PARKS & RECREATION		
	RECREATION SERVICES & PROGRAMS		
	Salaries and wages		\$ 2,000.00
	Other Expenses		\$ 400.00
	CELEBRATION of PUBLIC EVENTS		\$ 250.00
	Other Expense		
	SENIOR CITIZENS		
	Other Expenses		\$ 650.00
	Other Expenses - SCAT		\$ 1,000.00
	UTILITIES		
	ELECTRIC		\$ 3,000.00
	WATER		\$ 600.00
	NATURAL GAS		\$ 3,500.00
	TELEPHONE		\$ 2,200.00
	STREET LIGHTING		\$ 2,200.00
	STATUTORY EXPENDITURES		
	CONTRIBUTIONS TO:		\$ 21,600.00
	PUBLIC EMPLOYEES PENSION		\$ -
	SOCIAL SECURITY SYSTEM		\$ 5,600.00
	UTILITY EXPENSES & BULK PURCHASES		
	SEWERAGE PROCESSING		
	Other Expenses		\$ 70,000.00

SHARED SERVICE AGREEMENTS		
MONMOUTH COUNTY SPCA		\$ 500.00
SHARED SERVICE AGREEMENTS		
MONMOUTH COUNTY 911		\$ -
BOROUGH OF RED BANK		
COURT SERVICES		\$ 1,900.00
EATONTOWN BORO FIRE		\$ 2,500.00
DEPARTMENT SERVICES		
BOROUGH OF RED BANK		
EMS SERVICES		\$ 2,000.00
RECYCLING TONNAGE GRANT		\$ -
TOTAL CURRENT FUND		
TEMPORARY BUDGET		\$286,750.00
TEMPORARY BUDGET EXCEPTIONS		
PRINCIPAL & INTEREST DUE 2025		\$114,562.50
CAPITAL LEASE DUE MCIA		\$ 1,050.00
TOTAL TEMPORARY BUDGET		
EXCEPTIONS		\$115,612.50
TOTAL TEMPORARY BUDGET		\$402,362.50

DESIGNATE MEETING DATES

**TOWNSHIP OF SHREWSBURY
RESOLUTION 2025-11
County of Monmouth**

DESIGNATE REGULAR MEETING SCHEDULE FOR THE 2025 YEAR

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose

of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3.D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

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

- (1) All regular meetings of the Township Committee shall take place on the Second Tuesday of every month at 6:00 p.m., unless otherwise noted below, on the following dates at the Municipal Building of Shrewsbury Township, 1979 Crawford Street, Shrewsbury Township, New Jersey.

Meeting Dates 2025

January 14, 2025	February 11, 2025
March 11, 2025	April 8, 2025
May 13, 2025	June 10, 2025
July 8, 2025	August 12, 2025
September 9, 2025	October 14, 2025
November 25, 2025	December 9, 2025

January 1, 2026 @ 2:30 PM

A summary of this resolution shall be sent to the *Asbury Park Press*, *Two River Times* and/or the *Star Ledger*, and published in the *Two River Times*.

- (2) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Shrewsbury, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

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

DESIGNATE OFFICIAL NEWSPAPERS

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-12
County of Monmouth**

Designate Official Newspapers

BE IT RESOLVED that the ASBURY PARK PRESS, TWO RIVER TIMES and STAR LEDGER are hereby appointed OFFICIAL NEWSPAPERS for the Township of Shrewsbury for the year 2025.

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

ADOPT CASH MANAGEMENT PLAN 2025

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-13
County of Monmouth**

Adopt Cash Management Plan 2025

WHEREAS, N.J.S.A. 40A:5-14 requires that every local government unit in the State of New Jersey must have a cash management plan. The cash management plan lists the Governmental Unit Depository Protection Act (GUDPA) approved depository banks, any broker/dealers, and the approved investment instruments selected by the local unit’s governing body, and

WHEREAS, the cash management plan is adopted by resolution, usually at the reorganization meeting and may be amended at any time during the year to reflect changes due to changes in the laws, depositories, funds, or investment, and

WHEREAS, the cash management plan will guide the investment of the local unit's idle cash during periods that is not needed to meet obligations, and

WHEREAS, the Chief Financial Officer is charged with administration of the plan.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that the following banking and financial institutions which are approved by the Department of Banking and Insurance under the Governmental Unit Depository Protection Act (GUDPA) are appointed as official depositories for the Township of Shrewsbury for the year 2025:

- TD Bank
- State of N. J. Cash Management Fund
- Chase
- Wells Fargo
- Community Bank of N. J.
- Valley National Bank
- Two River Community Bank
- Bank of America
- Citizens Bank

And,

BE IT FURTHER RESOLVED, that the cash management plan is subject to audit and the NJSA 40A:5 et.seq., requires that cash management plan provide for the Chief Financial Officer to give the Mayor and Township Committee a monthly report that summarizes all investments made or redeemed over the past month, the organization holding the Township’s funds, the amount and interest earned and,

BE IT FURTHER RESOLVED, that N.J.S.A. 40A:5-14f provides that as long as Shrewsbury Township’s funds are deposited or invested as designated or authorized by the cash management plan, the Chief Financial Officer is relieved of any liability for any loss of such monies due to the insolvency or closing of any depository designated by, or for the decrease in value of any investment authorized by the cash management plan and,

BE IT FURTHER RESOLVED, that in order to guide the Chief Financial officer in making investments, the following factors must be considered:

- Preservation of capital: this means the principal invested is safe and secure;
- Liquidity: this means the ease with which the security can be converted to cash;
- Maturity requirements: this means timing the maturity of the investment to match the need for the cash;
- Costs and fees: this means the expenses associated with buying, storing, and redeeming Investment Instruments, and,

BE IT FURTHER RESOLVED, that the Chief Financial Officer use the New Jersey Cash Management Fund as a benchmark for comparing performance of money market of Local Government Investment Pool’s (LGIP’s). The fund has a wider variety of investments available to it than LGIP’s or money market funds, and can be used as a reliable indicator of market performance.

BE IT FURTHER RESOLVED, that the Chief Financial Officer is instructed to invest the Township of Shrewsbury funds in only interest bearing banking and financial institutions which have been appointed by the Township Committee and to utilize the New Jersey Cash Management Fund to invest idle funds when not needed to meet Township of Shrewsbury obligations.

BE IT FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the Chief Financial Officer, the Township Auditor, and the Director of the Division of Local Government Services.

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

DESIGNATE OFFICIAL DEPOSITORIES OF ALL FUNDS OF THE TOWNSHIP

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-14
County of Monmouth**

Designate Official Depositories

BE IT RESOLVED by the Township Committee of the Township of Shrewsbury that TD BANK, STATE OF N.J. CASH MANAGEMENT FUND, CHASE, WELLS FARGO, COMMUNITY BANK OF N.J., VALLEY

NATIONAL BANK, TWO RIVER COMMUNITY BANK, INVESTORS BANK, and BANK OF AMERICA shall be the official depositories of all funds of the Township of Shrewsbury until further notice; and

BE IT FURTHER RESOLVED that such accounts in the name of the Township of Shrewsbury be open or kept with TD BANK, STATE OF N.J. CASH MANAGEMENT FUND, CHASE, WELLS FARGO, COMMUNITY BANK OF N.J., VALLEY NATIONAL BANK, TWO RIVER COMMUNITY BANK, INVESTORS BANK, and BANK OF AMERICA as shall be necessary for the deposit of funds for this Township in accordance with the statutes of the State of New Jersey which said accounts shall be for the deposit in said banks to the credit of this Township from time to time of any and all monies, checks, drafts, notes, acceptances, or other evidence of indebtedness either belonging to this Township or otherwise which may be or hereafter come into its possession and that aforesaid banks be and it is hereby authorized to make payment from the funds on deposit according to the checks, drafts or notes of this Township of Shrewsbury signed only by any one member of the Township Committee and the Financial Officer, or in the emergency situation of the absence of the Financial Officer, any two members of the Township Committee, shall be attested to by the Township Clerk in a resolution to the bank authorizing such signatures.

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

CANCEL TAX OVERPAYMENTS OR DELINQUENT AMOUNTS LESS THAN \$10.00

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-15
County of Monmouth**

Authorize Cancellation of Balances

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amount of less than \$10.00; and

WHEREAS, the Governing Body of the Township of Shrewsbury may authorize a municipal employee chosen by said body to process without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Tax Collector of the Township of Shrewsbury is hereby authorized to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Tax Collector and Township Auditor.

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

Jennings		X	X			
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FIX THE RATE OF INTEREST AND YEAR-END PENALTY

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-16
County of Monmouth**

Fix the rate of interest and Year end Penalty

WHEREAS, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes or assessments as provided by law;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that property taxes shall be due and payable quarterly on February 1st, May 1st, August 1st and November 1st of each year with a ten-day grace period, after which dates, if unpaid, shall become delinquent with interest charged as set forth below and reverting back to the due date on any quarterly installment of taxes.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, hereby fix the rate of interest at 8% per annum on the first \$1500.00 of delinquency and 18% per annum on any amount in excess of \$1500.00.

BE IT FURTHER RESOLVED, that a 6% year end penalty be assessed on the last day of the fiscal year on delinquent accounts when in excess of \$10,000.00.

BE IT FURTHER RESOLVED, fixing a rate of not less than \$200.00 or more than \$600.00 for on-line tax searchers annual fee.

BE IT FURTHER RESOLVED, that a charge of \$5.00 is payable for a duplicate tax bill.

BE IT FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the Tax Collector and Township Auditor.

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

ADJUST GRACE PERIOD FOR DOG LICENSES

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-17
County of Monmouth**

Adjusting the Grace Period for Late Fees for Dog Licenses

WHEREAS, the Township of Shrewsbury offers a free rabies clinic to coincide with the Licensing Period for dogs; and,

WHEREAS a rabies clinic will be held for 2025 on February 15, 2025, at 1:00 to 3:00 PM; and

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that the period for licensing dogs is hereby extended to February 28, 2025 and

BE IT FURTHER RESOLVED, that monthly late fees will be applied to delinquent dog licenses commencing March 1, 2025.

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

AUTHORIZE SERVICE CHARGES FOR RETURNED CHECKS

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-18
County of Monmouth**

Authorize Service Charge for Returned Checks

WHEREAS, P.L. 1990, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other written instrument returned for insufficient funds; and

WHEREAS, whenever an account is owing a municipality for a tax or special assessment, the service charge authorized by this section shall be included on any list of delinquent accounts which is prepared for the enforcement of the lien.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Tax Collector be authorized to charge the aforementioned fee at a rate of \$35.00 per check, in addition to the current bank charge for insufficient funds, or other written instrument for all checks returned for insufficient funds during 2025; and

BE IT FURTHER RESOLVED, that the Tax Collector may require future payments to be tendered in cash or by certified or cashier's check; and

BE IT FURTHER RESOLVED, that the above service charge of \$35.00 plus the current bank charge for insufficient funds per check shall apply to all checks for all fee, permit and other service charges paid to the Township of Shrewsbury, and shall be collected by the Chief Municipal Finance Officer, and

BE IT FURTHER RESOLVED, that the Chief Municipal Finance Officer may require future payments to be tendered in cash or by certified or cashier's check; and

BE IF FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the, Tax Collector and Township Auditor.

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

AUTHORIZE LINGS AGREEMENT BETWEEN MONMOUTH COUNTY AND SHREWSBURY TOWNSHIP

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-19
County of Monmouth**

Authorize LINGS Agreement between Monmouth County and Shrewsbury Township

WHEREAS, the Monmouth County Office of Emergency Management and the Monmouth County Department of Health have requested the use of the Shrewsbury Township Town Hall Gymnasium for the purpose of administering mass vaccinations in the event of a bio-terrorism event, and

WHEREAS, this agreement must be renewed on an annual basis.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Mayor and Municipal Clerk are hereby authorized to enter into agreement with the Monmouth County Office of Emergency Management and the Monmouth County Department of Health for the utilization of the Shrewsbury Township Town Hall Gymnasium for the purpose of administering mass vaccinations in the event of a bioterrorism event for the period beginning January 1, 2025 through December 31, 2025.

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

AUTHORIZE ALTERNATIVES TO IN-PERSON MEETINGS

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-20**

County of Monmouth

Authorize Alternatives to In-Person Meeting Presence and Voting

WHEREAS, as a general proposition each form of government, including the Township Form of Government, requires a quorum or a majority of the full authorized numbers of the governing body’s membership to be present for any meeting to take place under the Open Public Meetings Act; and

WHEREAS, for a quorum to be present under the Township Form of Government in Shrewsbury Township, there must be at least two members of the governing present, with matters of approval voted upon by affirmative vote of a majority of the entire Township Committee; and

WHEREAS, at times, and under certain circumstances, a member of the Township Committee, due to health or reasonable excuse, may be unable to attend a meeting, but desires to participate in a “present and voting” situation before the Township Committee; and

WHEREAS, the Township Committee recognizes the aforesaid situation and accepts the fact that as an alternative to being physically present should be allowed under the aforesaid circumstances.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey, that a simple majority of the governing body must be present in order to constitute a quorum for the transaction of business of the governing body and for voting purposes, and that the Township Committee of Shrewsbury Township shall consider “present” at any meeting subject to the Open Public Meetings Act as being present and conducting business “in-person” or by alternative means such as but not limited to Zoom or similar available platforms or telephone conference in “real time” through the entire length of the meeting or for a particular vote, as long as disconnecting thereafter does not result in the lack of quorum or continuation of the meeting.

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

APPOINT COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVE and ALTERNATE FOR 2025

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-21
County of Monmouth**

Appointing Community Development Block Grant Representative and Alternate for 2025

BE IT RESOLVED that Lester Jennings is hereby appointed COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVE and that Glenwood Puhak be and is hereby appointed ALTERNATE

between the COMMUNITY DEVELOPMENT PROGRAM and the Township of Shrewsbury for the year 2025.

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

APPOINT INSURANCE FUND COMMISSIONER FOR MONMOUTH COUNTY JIF and CENTRAL JERSEY HIF FOR 2025

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-22
County of Monmouth**

**Appoint Insurance Fund Commissioner for Monmouth County JIF
And Central Jersey HIF for 2025**

BE IT RESOLVED that Catherine LaPorta Jennings be and is hereby appointed as SHREWSBURY TOWNSHIP FUND COMMISSIONER for 2025 representation to the Monmouth County Joint Insurance Fund and Central Jersey Health Insurance Fund and Erich Jackson as Safety Coordinator

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

APPOINT A PUBLIC AGENCY COMPLIANCE OFFICER FOR 2025

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-23
County of Monmouth**

Authorize the Appointment of a Public Agency compliance Officer for the Year 2025

WHEREAS, the Department of Treasury, Affirmative Action Office requires that there be a designation of a public agency compliance officer for the Township; and

WHEREAS, the Township of Shrewsbury designates Catherine LaPorta, Chief Municipal Finance Officer, as their designated public agency compliance officer for the year 2025.

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

1. Catherine LaPorta is hereby designated as the public agency compliance officer on behalf of the Township of Shrewsbury for 2025.

2. That upon the adoption of the within resolution, the Municipal Clerk is authorized and directed to a certified copy of it to the Department of Treasury, Affirmative Action Office and Catherine LaPorta.

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

APPOINT A CERTIFYING OFFICER AND SUPERVISOR OF CERTIFYING OFFICER FOR THE PUBLIC EMPLOYEES’ RETIREMENT SYSTEM FOR 2025

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-24
County of Monmouth**

Authorize the Appointment of a Certifying Officer for the Public Employees Retirement System for the Year 2025

WHEREAS, the Department of Treasury, Division of Pensions & Benefits, requires that there be a designation of a certifying officer and supervisor of the certifying officer for the Township; and

WHEREAS, “Certifying Officer” is defined in the New Jersey pension law to mean an officer or employee of the State or of an employer other than the State who is responsible for submitting information to and performing the duties relating to matters concerning the retirement system with respect to each of the employees of the employing location, as required by law, the board of trustees or commission, and the Division of Pensions and Benefits, and

WHEREAS, “Supervisor of the Certifying Officer” is defined in the New Jersey pension law to mean the immediate supervisor of the certifying officer,

WHEREAS, the Township of Shrewsbury would like to name Katrina Thornton as the certifying officer, and Catherine LaPorta, CMFO, as the supervisor of the certifying officer for the year 2025.

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

1. Catherine LaPorta is hereby designated as the supervisor of the certifying officer for the Public Employees Retirement System on behalf of the Township of Shrewsbury for 2025.

2. Katrina Thornton is hereby designated as the certifying officer for the Public Employees Retirement System on behalf of the Township of Shrewsbury for 2025.

3. That upon the adoption of the within resolution, the Clerk is authorized and directed to forward a certified copy of it to the Department of Treasury, Division of Pensions & Benefits and Catherine Laporta .

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

APPOINT LICENSED C-1 AND C-2 OPERATOR(TABLED)

Mr. Puhak offered a motion to table, moved and seconded by Mayor Jennings; all were in favor.

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-25
County of Monmouth**

**Approving the Request for Additional RFP's
Appoint Licensed C-1 and C-2 Operator**

BE IT RESOLVED that The Township must Resubmit RFP's be and is hereby appointed LICENSED C-1 AND C-2 OPERATOR for Township of Shrewsbury.

APPOINT TAX SEARCH OFFICER

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-26
County of Monmouth**

Appoint the Township Tax Search Official for the Year 2025

WHEREAS, every municipality shall from time to time by resolution designate a bonded official of the municipality to make examination of its records as to unpaid municipal liens and to certify the result thereof

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth that Jason Sutton is hereby designated as the Township Tax Search Official.

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

APPOINT MEMBERS TO THE RENT LEVELING BOARD

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-27
County of Monmouth**

Appointing Members to the Rent Leveling Board for the Year 2025

BE IT RESOLVED that the following people be and they are hereby appointed members of the Rent Leveling Board for the year 2025:

Marcia Meer Eagone

Robin Kane

Rose Vervoort

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Secretary to the Rent Leveling Board.

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

APPOINT ASSESSMENT SEARCH OFFICIAL

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-28
County of Monmouth**

Appoint Assessment Search Official for the Year 2025

WHEREAS, the governing body of every municipality shall from time to time by resolution, designate the municipal clerk or municipal engineer as the person who shall make official certificates of searches as to municipal improvements authorized by Ordinance of the municipality, but not assessed, affecting any parcel or tract of land in said municipality where assessment will be made thereon pursuant to such Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, that Gerald Briscione is hereby designated as the Township's Assessment Search Official.

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

APPOINT RECREATION DIRECTOR

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-29
County of Monmouth**

Appoint Recreation Director

BE IT RESOLVED that RICHARD BRUNSON be and is hereby appointed **RECREATION DIRECTOR** for the year 2025.

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

APPOINT OEM COORDINATOR

**TOWNSHIP OF SHREWSBURY
RESOLUTION # 2025-30
County of Monmouth**

Appointing OEM COORDINATOR

BE IT RESOLVED that ERICH JACKSON be and is hereby appointed **OEM COORDINATOR** for the year 2025.

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

AUTHORIZING PREPAYMENT OF CERTAIN BILLS

**Township of Shrewsbury
Resolution #2025-31**

RESOLUTION AUTHORIZED PRE-PAYMENT OF CERTAIN BILLS 2025

BE IT RESOLVED, by the Governing Body of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Chief Financial Officer be and is hereby authorized to pay the following required bills prior to the approval of the monthly bills list:

WHEREAS the payment of these items frequently arrives out of time for placement on the next available bill list thereby inadvertently placing these bills and mailing in arrears because of timing issues.

- Payroll
- Insurance Premiums
- Federal, State & County Taxes**
- School Taxes
- Utilities
- Interfunds
- Petty Cash Reimbursement
- Release of Monies Approved by Resolution
- Tax Sale Redemptions
- Tax Overpayments
- Legal Services
- Debt services as evidenced by pre-existing bonds and notes.**
- Postage for tax bills, newsletters, and other Township mailings**
- Contractual payments**

BE IT FURTHER RESOLVED, by the Committee of Shrewsbury Township that the Chief Financial Officer be and is hereby authorized to make pre-payment of the following fixed items prior to the same appearing on the meeting bill lists, such funds to be taken from the pre-budgeted amount for each such expense for 2025 subject to review and approval by the Municipal Clerk or their designee. That a certified copy of this Resolution be forwarded to the Chief Financial Officer.

I, Katrina Thornton, Acting Municipal Clerk of the Township of Shrewsbury, do hereby certify the foregoing to be a true copy of a resolution adopted by the Township of Shrewsbury Committee on January 1, 2025.

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

ORDINANCE (S) – Public Hearing January 14, 2025

TOWNSHIP OF SHREWSBURY
MONMOUTH COUNTY, NEW JERSEY

ORDINANCE 2025-01

AN ORDINANCE ESTABLISHING THE POSITION OF DEPUTY TOWNSHIP CLERK
IN THE TOWNSHIP OF SHREWSBURY

WHEREAS, the Township of Shrewsbury has always had the position of Municipal Clerk, but has never had a position for Deputy Clerk, and there appears to be a need for the position, which would be in the best interest of the Township.

BE IT ORDAINED, By the Township Committee of the Township of Shrewsbury in the County of Monmouth, State of New Jersey that the following position be created as follows:

1. Deputy Township Clerk

A. Pursuant to the provisions of N.J.S.A. 40A:9-135, there is hereby established the position of “Deputy Township Clerk”.

B. Appointment. The Deputy Township Clerk shall be appointed by the Township Committee. During the absence or disability of the Municipal Clerk the Township Committee may appoint another employee of the Township as the Deputy Clerk. The Deputy Clerk shall have the powers of the Municipal Clerk and shall perform all the functions and duties of the Township Clerk’s office, as enumerated in Sec. 57-13 of the Township Code, on an interim basis during the Municipal Clerk’s absence or disability. Such appointment shall be by Township Committee resolution.

C. A copy of the Ordinance and any agreements authorized herein shall be placed on file with the Office of the Clerk of the Township of Shrewsbury.

BE IT FURTHER ORDAINED, that compensation, reimbursement of expenses and clerical assistance shall be as set forth more fully in the Salary Ordinance and as provided by the Township Committee.

2. Severability.

If any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provisions so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective.

3. Effective.

This Ordinance shall take effect in accordance with the laws of the State of New Jersey after final passage and publication.

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

**TOWNSHIP OF
SHREWSBURY**

Ordinance #2025-02

**AMEND SALARY ORDINANCE 2024-09 BY ADDING
THE SALARY AND COMPENSATION
OF THE DEPUTY MUNICIPAL CLERK IN THE TOWNSHIP
OF SHREWSBURY, COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

BE IT ORDAINED, by the Township Committee of the Township of Shrewsbury in the County of Monmouth and State of New Jersey:

SECTION 1. The offices and positions under the Municipal Government of the Township of Shrewsbury shall be compensated at the amount fixed in this Ordinance.

SECTION 2. The Township Chief Financial Officer is hereby authorized to transfer such sums of money from the Municipal Current Account and other such accounts that may cover periodic payrolls in the amounts fixed by this Ordinance.

SECTION 3. The following listed positions are assigned to the following titles with annual salary ranges, providing for minimum and maximum salaries, contingent on merit, the availability of funds, and other provisions of this Ordinance. The Township Committee shall pass an annual resolution indicating the specific salary of each employee.

SECTION 4. The following positions shall be compensated in the year 2025 as follows:

<u>TITLE</u>	<u>MINIMUM RANGE</u>	<u>MAXIMUM RANGE</u>
<u>Salaried Employees – Annual Compensation</u>		
Deputy Municipal Clerk	\$14,000.00	\$24,000.00

SECTION 5. All salary or compensation provided for by this Ordinance shall be effective from January 1, 2025, unless otherwise stipulated by the Township Committee.

SECTION 6. All Ordinances or parts of Ordinances adopted prior to this date, inconsistent with the provisions of this Ordinance, are hereby repealed.

SECTION 7. Should any sentence, clause or other portion of this Ordinance be declared invalid by any court of law, the remaining provisions thereof shall be unaffected.

SECTION 8. This Ordinance shall take effect after its passage and publication

according to law.

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

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

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

Robin Kane 84, Belshaw Ave thanked the Committee, Gene Anthony, Katie LaPorta and Katrina Thornton for advancing the town. She stated they've worked very hard and it is amazing. She questioned if there were any word on recycling.

Ms. Thornton stated they've signed off on the agreement and they were pretty much moving forward.

Mrs. Lettice offered a motion to close the meeting, moved and seconded by Mr. Puhak. All were in favor.

Mrs. Lettice and Mrs. Thornton announced that there would be refreshments after the meeting in the gymnasium.

NEXT MEETING: JANUARY 14, 2025, 6 P.M. SHREWSBURY TOWNSHIP TOWN HALL

ADJOURNMENT

Mr. Puhak offered a motion to adjourn, seconded by Mrs. Lettice; all were in favor.