



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

**Julie Martin, RMC
Municipal Clerk**

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**Shrewsbury Township Committee
April 15, 2025
REGULAR MEETING - 6:00 PM**

MINUTES

CALL MEETING TO ORDER

Mayor Jennings called the meeting to order at 6:00 pm and stated in accordance with the requirements of Section 4(a) of C.231, P.L. 1975, the required Notice of this meeting was published in the Two River Times on April 6, 2025 in addition to posting on the Township Website and the bulletin board in the Municipal Building and filing a copy of said notice with the Municipal Clerk.
www.townshipofshrewsbury.com.

ROLL CALL

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

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

SALUTE TO THE FLAG

MINUTES - Mr. Puhak offered a motion to approve the minutes of the meeting for February 11, 2025 moved and seconded Mayor Jennings. All were in favor with the exception of Mrs. Lettice who was ineligible to vote due to being absent.

Mrs. Lettice offered a motion to approve the minutes of the meeting for March 11, 2025 moved and seconded by Mayor Jennings. All were in favor.

Mrs. Lettice offered a motion to approve the minutes of the meeting for March 22, 2025 moved and seconded by Mayor Jennings. All were in favor with the exception of Mr. Puhak who was ineligible to vote due to being absent.

CORRESPONDENCE: None

REPORTS

Finance – Ms. LaPorta stated they planned on introducing the budget tonight but due to unforeseen reasons the auditor was not able to turn it but she hoped to have it for the May's meeting. She also stated she anticipated the taxes going down. She stated she hoped she was able to get everything the Committee wanted in there.

Housing Inspector/Code Enforcement – Ms. Thornton stated they were going to have Tommy come in to look at recycling as it relates to the international property code.

Mr. Anthony questioned whether this had to do with overflow.

Ms. Thornton stated no it pertained to not following the rules of recycling.

Mr. Anthony questioned the particulars of it.

Mr. Thornton stated they were putting cardboard in where the recycling is. They are putting just regular household garbage in with the recyclables. So, Republic has sent them pictures. She stated we really do not want to lose them because they were the only company they were able to get after three bid tries. We need to handle it where only the proper things go in.

Mr. Anthony questioned how would they know who was doing that.

Ms. Thornton stated they knew the location but do not know exactly whose doing it because they do not have cameras around town. However, the entities are aware that they can be fined if they do not adhere to the rules based on the first notice that was sent out regarding it.

Mr. Anthony questioned if it was recycling that was near the apartments.

Ms. Thornton confirmed that this particular group was near the apartments.

Mr. Anthony stated as he said in the email you have a property maintenance ordinance with two parts to it. The first part is the incorporation of the international property maintenance code and there's a section that deals with garbage, recycling and sanitation and anyone who has control over the property where this is occurring can be liable. He stated Tom Welsh can issue a notice of violation first which gives them so many days to discontinue the violation and then if you don't do it they would be issued a summons but then what we are talking about is a fine. The second part of the ordinance is that instead of going to municipal court we give them notice that they have to clean up the property and discontinue what they are doing or we will clean it up and bill them for it and if after 30 days they do not pay we will place a lien on the property. He stated he was not sure which way the Committee wanted to enforce it.

Mr. Puhak stated he was not sure about this and some of the people are not getting it.

Ms. Thornton stated all entities have received over 25 letters from her and she was not sure how the entities were getting the message out to the residents. She stated that the Township had to adhere to the guidelines that are given to them.

Recreation – Ms. Thornton stated that Mr. Brunson was supposed to be here. She stated that he was working on something for the summer.

Municipal Attorney – Mr. Anthony stated they finally closed title on the water system. It is now in the possession and ownership of New Jersey American Water Company. He stated that took place a couple weeks ago. He stated they would discuss the proceeds of the sale which is sitting in a trust account. It is \$525,000. He stated all of the shared service agreements are in place.

Public Works – Mr. Anthony questioned what was the employment situation in that department.

Ms. Thornton stated they had a full-time employee Erich Jackson and no part-time worker. She stated the Committee agreed that once recycling went away that only one full-time worker was needed.

Safety& Neighborhood Watch – none

ORDINANCE (S) –

Ordinance 2025-03 AN ORDINANCE TO AMEND ORDINANCE 2025-02 AND ORDINANCE 2024-09 ENTITLED "AN ORDINANCE FIXING SALARY AND COMPENSATION OF CERTAIN OFFICES, POSITIONS AND EMPLOYEES IN THE TOWNSHIP OF SHREWSBURY, COUNTY OF MONMOUTH, STATE OF NEW JERSEY FOR THE YEAR 2025" AND THEREAFTER KNOWN BY ITS SHORT NAME AS 'SHREWSBURY TOWNSHIP SALARY ORDINANCE'. First Reading

**Township of Shrewsbury
Ordinance #2025-03**

REVISED SALARY ORDINANCE TOWNSHIP OF SHREWSBURY

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. Effective January 1, 2025, all employees eligible for health insurance shall contribute of salary towards health benefits based on the annual premium for all health care and prescription premiums as set forth in the schedule promulgated by the NJ Division of Pensions and Benefits herein attached and as revised from time to time. The minimum contribution shall be equal to 1.5% of the employee's salary.

SECTION 4. 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 5. The following positions shall be compensated in the year 2025 as follows:

<u>TITLE</u>	<u>MINIMUM RANGE</u>	<u>MAXIMUM RANGE</u>
Salaried Employees – Annual Compensation		
Mayor	\$ 3,000.00	\$ 7,500.00
Township Committeeperson	\$ 2,500.00	\$ 6,500.00
Township Clerk/Registrar	\$ 14,000.00	\$ 38,000.00
Web Maintenance	\$ 500.00	\$ 1,500.00
Deputy Registrar	\$ 150.40	\$ 500.00
Township Assessor	\$ 7,500.00	\$ 12,000.00
Tax Collector	\$ 2,500.00	\$ 7,500.00
Chief Financial Officer/Treasurer	\$ 8,000.00	\$ 20,000.00

Qualified Purchasing Agent	\$ 500.00	\$ 2,000.00
Code Enforcement Officer	\$ 2,400.00	\$ 6,500.00
Housing Inspector	\$ 2,500.00	\$10,500.00
Administrative Assistant/Bookkeeper	\$ 27,000.00	\$ 56,000.00
Township Administrator/Grant Facilitator	\$ 12,000.00	\$ 25,000.00
Recreation Director	\$ 1,000.00	\$ 9,500.00
OEM Coordinator	\$ 1,000.00	\$ 2,000.00
Fire Official	\$ 500.00	\$ 2,500.00
Election Clerk	\$ 400.00	\$ 1,200.00
Deputy Municipal Clerk	\$14,000.00	\$ 24,000.00

Hourly Employees – Per Hour Compensation

Time worked in excess of the 40 hours per week shall be paid at time and one-half the employee's hourly rate for the following positions.

Township Clerk part-time	\$ 20.00/hour	\$ 34.00/hour
Bookkeeper (Part-time permanent)	\$ 15.13	\$ 25.00
Temporary or Seasonal	\$ 15.13	\$ 20.00
Public Works Part Time	\$ 15.13	\$ 22.00
Public Works Supervisor	\$ 22.00	\$ 30.00
Recreation Program Counselor	\$ 15.13	\$ 20.00
Coordinator of Celebration of Public Events	\$ 15.13	\$ 17.00

SECTION 6. All salary or compensation provided for by this Ordinance shall be effective from January 1, 2025, unless otherwise stipulated by the Township Committee.

SECTION 7. All Ordinances or parts of Ordinances adopted prior to this date, inconsistent with the provisions of this Ordinance, are hereby repealed.

SECTION 8. 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 9. 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			

Ordinance 2025-04 – AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF SHREWSBURY BY REMOVING HANDICAP PARKING SPACES AT 85 BARKER AVENUE and 22 BARKER AVE. First Reading

**TOWNSHIP OF SHREWSBURY
MONMOUTH COUNTY, NEW JERSEY
ORDINANCE 2024-04**

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:

<u>No. of Spaces</u>	<u>Location</u>
1	85 Barker Avenue
2	22 Barker Avenue

SECTION 2

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. Anthony stated the hearing for both ordinances would be held on March 13, 2025

RESOLUTION(S)

PUBLIC COMMENTS ON RESOLUTIONS ONLY

Mr. Anthony asked for public comments regarding resolutions presented on this agenda only.

Bill Spengeman 143 Belshaw thanked the Committee for the pay.

Comments ended.

**Township of Shrewsbury
Resolution #2025-46
County of Monmouth**

AUTHORIZE PAYMENT OF BILLS

WHEREAS the Township Committee of the Township of Shrewsbury authorized payment of 2024 -2025 bills in the amount of **\$ 131,698.68**

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

NEW BUSINESS – Recycling Ordinance update – Mr. Anthony stated he thought we needed to bring in Tom Welsh and have him issue summons under the international property code and he would send a letter under the second provision indicating that unless they clean up the site and discontinued with the problem that they will clean it up and we will send them a bill and place a lien on the property. He stated that was his recommendation because if they were getting hit by Municipal Court and liens at the same time they might pay attention. He requested the details.

Trust Account Funds – NJAWC – Mr. Anthony stated he had \$525,000 in his trust account. He stated the DCA approved of it but stated we had to use it in a certain way. He stated they had it broken down but questioned how soon do we start because they have to use it within a year. He asked Ms. LaPorta where did she want him to put the money and how soon did she want to start spending it.

Ms. LaPorta stated she spoke to Tina at DCA and she advised that when you transfer the money to the Township of Shrewsbury that she needs to put it in cash and create a reserve and in the budget doc that we were supposed to introduce tonight she was taking the money out of reserve and putting it into the budget. She stated she had it set up that there was a deferred charge in capital and about \$23,000 and change that they wanted paid first. There is \$250,000 that was for capital improvements and it was listed in the budget as building improvements and \$210,000 that was left for community improvements. Finally \$40,000 was left and it put into surplus and it's to offset the leak that AVMA cost us and it's to lower the taxes. We can spend it as soon as the budget is adopted. She stated that all of the money should be spend by December of 2026.

Mr. Anthony stated he thought it as a year from the time that they closed on the sale.

Special Meeting Date for the Budget – Ms. LaPorta stated they could not give a date until the auditor gets it to us. She stated that if they did not introduce the budget in May then she would have to amend the temporary budget again.

OLD BUSINESS – Ms. Thornton stated that they need order additional recycling cans. She stated DPW seems to think that we are going to need additional cans, which will increase a monthly fee. She stated Mayor Jennings felt that we should order four more cans.

Mr. Anthony also reported that our former Municipal Clerk Jan passed away. He stated he recently spoke to her and stated she was a great Clerk.

Robin Kane stated she had spoken to her recently as well.

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 Mr. Puhak. All were in favor.

Robin Kane questioned whether they were planning bulk pick up.

Ms. Thornton stated she would be sending a note out for people to register next week and the following week would be bulk pick up.

Ms. Kane questioned whether they were going to upgrade the lids on the recycle lid containers.

Ms. Thornton stated they might upgrade but they are really expensive. He's trying to do repairs on some of them.

Ms. Kane had questions about the senior s meeting.

Ms. Thornton stated that both Rich and Colleen were working on it.

Ms. Kane stated she would not be present at the May 13th meeting because she has to be at an election.

Mr. Anthony stated he was shooting for either the 12th or 14th and if that doesn't work then perhaps the week of the 19th except for Thursday evening or the week of the 26th. He would prefer to have all board members present. He stated we would need at least two hours.

Bill Spengeman apologized for not attending previous meetings. He questioned under housing it says recycling ordinance update and a letter would be going out.

Mr. Anthony stated that was a procedure under our ordinance. An ordinance has two sections and both sections require some type of notice. So if you are going to take them to court you have to issue a notice of violation and if not corrected they will receive a summons. The second is where Tom sends a notice and says that they are in violation and if they don't clean it up we will and then we would put a lien against the property.

Mr. Spengeman questioned why the Code Enforcement Office could not just issue a summons and go to court. There's been many issues where they've been looking for him and he's not been found or the residents questioning whether he did something or not. He questioned whether the Township getting the service that they should.

Mr. Anthony stated this was really based on his own experiences. He stated he handled code and zoning prosecutions of cases in Neptune Township and he knows how the procedure is and how long it takes to get something done. If you have to go to municipal court you have to give a notice of violation you have to give them at least ten days, then has to issue a summons and then municipal court and often his experience with the judges they don't hear the cases right away. It gets postponed a long time and for some reason that no one shows up they give them time to show up and this thing can get stretched out for months in municipal court. He stated it was not Tom Walsh's fault it was just the procedure. He stated if you want it done right away, you clean it up yourself and put a lien on the property and the Township get's reimbursed for the cost. It's just a quicker procedure.

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

EXECUTIVE SESSION – none

DATE OF NEXT MEETING – Mayor Jennings announced that the next Regular Meeting will be held on May 13, 2025, at 6:00 PM

ADJOURNMENT - At 6:34 Mr. Puhak offered a motion to adjourn, moved and seconded by Ms. Lettice. All were in favor.

Katrina Thornton
Deputy Municipal Clerk