



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

**Katrina L. Thornton, CMR
Acting Municipal Clerk**

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

**Shrewsbury Township Committee
November 19, 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 Meeting Notice of this meeting was published in the Asbury Park Press on November 13, 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: Glenwood Puhak, Deputy Mayor Lynda Lettice. Mayor Lester Jennings absent.

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

SALUTE TO THE FLAG

Mrs. Lettice offered a motion to approve the minutes of the meetings for September 10, 2024, October 16, 2024 and October 22, 2024, moved and seconded by Mr. Puhak. All were in favor.

CORRESPONDENCE:

Ms. Thornton stated the Township received the new contract for Animal Control Services from the Monmouth County SPCA. They are going to be raising the price by \$25 each quarter. We normally pay them \$2,000 a year but now they will be asking for \$2,100 a year. This will be on the next meeting.

Ms. Thornton stated they also received their audit from JIF for the DPW yard most of it was already things that asked to be changed by our prior DPW person. He did not handle a lot of it but Mrs. Lettice and she had already contacted Bill White. They have to pave the yard for insurance purposes, the dumpsters need to be covered at all times. They were leaving the gate open so that cardboard could be put in the dumpsters at all times. She explained to them today that they could no longer do that because it is against JIF Policy.

Mrs. Lettice stated people were putting all types of garbage into the dumpster.

Ms. Thornton stated the DPW requires them to keep a tarp over all dumpsters even when empty in case there is some sediment in the bottom. Also, all of the governing body has to go online and review the training tool and get a certificate for stormwater training for municipal and governing boards. She stated she would send them a copy of the link and they would in turn have to send her a copy of their certificate.

Mr. Anthony questioned when would we be starting the recycling contract.

Ms. Thornton stated she has to get back to her because what Sean had discussed with her they were not familiar with some parts of that. So now Republic will have to come back out to review the areas and plus we cannot take the tops off and some of the things Sean was saying they did not agree to. She stated it would pretty much stay the same. It's just that someone would have to come back out.

Mr. Anthony questioned whether the three complex have purchased their cans.

Ms. Thornton stated no they haven't and they wouldn't until they are under contract.

Mr. Anthony stated they probably would not be able to start until the New Year.

Ms. Thornton stated she was told that they would probably start before the holidays.

Mr. Anthony questioned which holiday.

Ms. Thornton stated before Christmas.

REPORTS

Finance - Ms. Thornton discussed the ARPA funds that would be used for DPW yard and improvements in the park that would provide camera's and lights.

Municipal Attorney – Mr. Anthony stated he noticed that the American Water Company filed their petition for approval of the transfer. He stated it was interesting what they were going through and all we have to do is file the spending plan which he's already dictated and it has to be typed up and should be ready to go out by the next meeting.

Ms. Thornton stated we are still waiting for Monarch because she has to deliver the emergency repair for the last one to DLGS but she can't until she gets the invoice and they haven't sent it yet.

Mr. Puhak questioned when that was done it would have to go to the Bureau of Public Utilities.

Mr. Anthony stated there's a 90 day thing that they follow.

Housing Inspector/Code Enforcement – stated Mr. Welsh filed a notice of violation with the apartments because they continually pile stuff around the dumpsters which is causing a lot of rodent activity. He has them to at least tow to three weeks to remove it but they keep adding to it.

Mr. Anthony questioned whether he's ever taken them to court on a summons.

Ms. Thornton stated this one he will be taking them to court because she heard it. She also gave Mr. Welsh more pictures today. She also stated that Mr. Welsh told her that if he could not make it to court that she could attend as the Clerk.

Mr. Anthony stated they were renewing their shared service agreements. He stated they are still waiting for the contract for the First Aid Services and the Court Agreement is a multi-year contract.

Ms. Thornton stated she received a notice for a lawsuit regarding school taxes.

Mr. Anthony stated it was primarily geared to Eatontown. He stated he might file an appearance to keep us in the ball game and monitor what is going on.

Public Works - Ms. Thornton stated we have a new public works guy and he's doing well. he's getting the heat fixed. We went with NJNG and they did not charge us to come in and look at it. The prices they gave us was well below what anyone else has given us. She stated DPW now has heat. They suggested we get a service contract. They have to see if they could get parts.

Recreation – Ms. Thornton stated Mr. Brunson has new hours coming out for Recreation. She stated Fusion would be in the gym and that they would be here tonight and Kcourt is back in the gym. They have another group that would like to come into the gym but Mr. Brunson informed them that he did not want them to interfere with Recreation but she wasn't sure of the outcome. She also stated that Mrs. Kane was doing Saturday mornings with the kids.

Mrs. Kane discussed the projects that she would be doing with the kids.

Safety & Neighborhood Watch – Ms. Thornton stated they were putting cameras at the DPW yard and NJCP&L is suppose to come in and fix the lights.

DISCUSSION:

ORDINANCE (S) - none

RESOLUTIONS

TOWNSHIP OF SHREWSBURY
RESOLUTION #2024-86

CONFIRM THE RECEIPT OF THE ANNUAL REPORT OF AUDIT
FOR THE TOWNSHIP OF SHREWSBURY FOR THE YEAR 2023

WHEREAS, N.J.S.A. 40A:5-4 requires the Governing Body of every local unit to cause an annual audit of its books, accounts, and financial transactions to be made; and

WHEREAS, THE Annual Report of Audit for the year 2023 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body ; and,

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs as per R.S. 52:27BB-34; and,

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum the sections of the Annual Audit entitled:

- Auditor’s Opinion
- Schedule of Findings and Questioned Costs
- Schedule of Findings and Recommendations
- General Comments

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual report of Audit, and specifically the sections of the of the Annual Audit entitled

- Auditor’s Opinion
- Schedule of Findings and Questioned Costs
- Schedule of Findings and Recommendations
- General Comments

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of N.J.S.A. 52:27BB-52, to wit: N.J.S.A. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Township Committee of the Township of Shrewsbury, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance,

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

**TOWNSHIP OF SHREWSBURY
RESOLUTION #2024-87**

ACCEPT CORRECTIVE ACTION PLAN IN CONNECTION WITH THE
2023 AUDIT RECOMMENDATIONS

WHEREAS the Township Committee previously accepted the 2023 Township of Shrewsbury audit by resolution; and,

WHEREAS, the Chief Financial Officer has reviewed the comments and recommendations portion of said audit and submitted a Corrective Action Plan to the Township Committee,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury that the Corrective Action Plan of the 2023 Township of Shrewsbury Audit be and is hereby accepted and is authorized for submission to the Director of the Division of Local Government Services; and,

BE IT FURTHER RESOLVED by the Township Committee of the Township of Shrewsbury that the Acting Township Clerk is directed to forward (2) certified copies of this resolution to the Director of the New Jersey Division of Local Government Services.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2024- 88

RESOLUTION AUTHORIZING REIMBURSEMENT TO KATRINA THORNTON

WHEREAS, on November 5, 2024 the Township of Shrewsbury encountered a problem with its website and no longer had access to it; and,

WHEREAS Ipage, Inc., maintains the Township’s website and required payment immediately and refused to wait for a Purchase Order; and,

WHEREAS, Katrina Thornton, Acting Township Clerk personally paid Ipage, Inc., a total of \$ 23.99 for Website coverage; and,

WHEREAS the Township deems it appropriate to reimburse Katrina Thornton \$ 23.99 for the payment to Ipage. Inc. for access to the website that was the responsibility of the Township.

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

Township of Shrewsbury

Resolution #2024-89

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF SHREWSBURY
AUTHORIZING THE SOLICITATION OF FAIR AND OPEN PROPOSALS FOR PROFESSIONAL
SERVICES FOR THE 2025 CALENDAR YEAR FOR THE POSITIONS OF TOWNSHIP
ENGINEER, TOWNSHIP ATTORNEY, AUDITOR, AND TOWNSHIP BOND COUNSEL**

WHEREAS the Township Committee of the Township of Shrewsbury seeks to obtain professional services for Township Attorney, Township Bond Counsel, Township Auditor and Township Engineer, through the Fair and Open Process and;

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

1. The notices for the services of Township Attorney, Township Bond Counsel, Township Auditor and Township Engineer shall be published on the Township website commencing November 21, 2024,
2. That the proposals conform to the application packets attached.
3. That the application packages be submitted no later than December 19, 2024, at 10:30 am, at Shrewsbury Town Hall, 1979 Crawford Avenue, Shrewsbury Township, NJ

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

**TOWNSHIP OF SHREWSBURY
RESOLUTION #2024- 90**

RESOLUTION AUTHORIZING REIMBURSEMENT TO KATRINA THORNTON

WHEREAS, on September 20, 2024 the Township of Shrewsbury had a luncheon to welcome our senior citizens to a new Township club, and,

WHEREAS Senior Citizen Luncheon. Inaugural was a successful outing and productive, and,

WHEREAS, Katrina Thornton, Acting Township Clerk personally paid Senior Citizen Luncheon a total of \$366.22; and,

WHEREAS the Township deems it appropriate to reimburse Katrina Thornton \$366.22 for the payment to Senior Citizen Luncheon, as the Attilio’s restaurant did not accept Purchase Order payments.

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

**Township of Shrewsbury
Resolution #2024-91
County of Monmouth**

PAYMENT OF BILLS DATED Nov 1, 2024. \$ 229,230.50 (County Taxes, School Taxes and Debt Service, Auditor)

WHEREAS, the Township Committee of the Township of Shrewsbury authorized payment of bills in the amount of \$ 126,783.25.

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

**TOWNSHIP OF SHREWSBURY
RESOLUTION #2024- 92**

**RESOLUTION TO AUTHORIZE SHARED SERVICE AGREEMENT BETWEEN THE
BOROUGH OF EATONTOWN AND THE TOWNSHIP OF SHREWSBURY FOR EMERGENT
FIRE PROTECTION SERVICES**

WHEREAS, the Uniform Shares 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 Borough of Eatontown and the Township of Shrewsbury wish to enter into a shared service agreement for Emergent Fire Protection services for the year 2025; and

WHEREAS the Borough of Eatontown (“Borough”) wishes to provide shared services with the Township of Shrewsbury (“Township”) for the provision of Emergent Fire Protection Services, for an annual fee of \$10,000.00 beginning January 1, 2025, and terminating December 31, 2025; and

WHEREAS the Chief Financial Officer hereby certifies the availability of funds in the amount of \$10,000.00. A true copy of said Certification of Availability of funds is attached hereto.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Mayor is hereby authorized to enter into a shared service agreement, prepared by the Township Attorney with the Borough of Eatontown for Emergent Fire Protection Services for the benefit of Shrewsbury Township commencing January 1, 2025 and ending December 31, 2025 for an annual fee of \$10,000.00.

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

**TOWNSHIP OF SHREWSBURY
RESOLUTION #2024- 93**

**RESOLUTION TO AUTHORIZE SHARED SERVICE AGREEMENT BETWEEN THE
BOROUGH OF EATONTOWN FOR MUNICIPAL RECYCLING COORDINATOR AND CLEAN
COMMUNITIES’ COORDINATOR**

WHEREAS, the Uniform Shares 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 Borough of Eatontown and the Township of Shrewsbury wish to enter into a Shared Service Agreement for the Township’s use of the Borough’s Municipal Recycling Coordinator and Clean Communities Coordinator and services associated thereof for the year 2025; and

WHEREAS the Borough of Eatontown wishes to provide the aforesaid shared services to the Township of Shrewsbury for the position of Recycling Coordinator and Clean Communities Coordinator for an annual fee of \$500.00 total beginning January 1, 2025, and terminating December 31, 2025; and

WHEREAS the Chief Financial Officer hereby certifies the availability of funds in the amount of \$500.00 for the year 2025. A true copy of said Certification is available of funds is attached hereto.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Mayor is hereby authorized to execute a Shared service Agreement, prepared by the Township Attorney with the Borough of Eatontown for the shared services of a Recycling Coordinator and Clean Communities Coordinator for the benefit of Shrewsbury Township commencing January 1, 2025 and ending December 31, 2025 for a total annual fee of \$500.00.

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

NEW BUSINESS –

Mr. Puhak stated he saw a fire hydrant that was wrapped with black plastic.

Ms. Thornton stated it was broken and was not working. It has to be covered in the event of a fire. She did not know who would repair it or when but Mr. Welsh was aware of it.

Mr. Puhak stated that was a very important thing.

Mrs. Kane stated that was a new hydrant.

Ms. Thornton stated they all know it doesn't work and it has only been three days.

Mrs. Kane stated Mr. Montana installed it.

OLD BUSINESS – none

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

Mr. Puhak made a motion to open the meeting to the public, moved and seconded by Mrs. Lettice. All were in favor.

Robin Kane – 84 Belshaw stated that Ms. Thornton stated there were 5 Township lights and 7 JCP&L lights.

Ms. Thornton stated that JCP&L would fix all of the lights that they need to fix. She stated she used Mrs. Kane's list.

Mrs. Kane stated she had 5 lights but it might have changed. She also thanked Lester for picking up the slack before Eric got here. He did a great job. She stated she saw them cleaning up the leaves at the courts today. She discussed the location of the cameras at the yard aimed at the park. She also stated she found a vape pipe.

Ms. Thornton stated that only she and Mayor Jennings would have access to the cameras.

Mrs. Kane thanked everyone for their service and stated she worked in Freehold with Marcia. She also questioned the cost of the last bill from Monarch.

Ms. Thornton stated she did not know because she hasn't received it yet, but it was estimated at \$15,000-\$20,000. She also stated that she received a call from AVMA.

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

EXECUTIVE SESSION - None

DATE OF NEXT MEETING – Regular Meeting, Tuesday, December 10, 2024 @6pm

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

ADJOURNMENT