



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

**Julie Martin, RMC
Municipal Clerk**

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**Shrewsbury Township Committee
March 22, 2025
SPECIAL MEETING - 10:00 AM**

MINUTES

CALL MEETING TO ORDER

Mayor Jennings called the meeting to order at 10:00am 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 Asbury Park Press on March 21, 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: Lynda Lettice and Mayor Lester Jennings. Glenwood Puhak, absent.

TOWNSHIP OFFICIALS PRESENT: Deputy Clerk Katrina Thornton and Katie LaPorta,

SALUTE TO THE FLAG

DISCUSSION – 2025 MUNICIPAL BUDGET

Ms. Thornton questioned whether the Committee wanted to go across the board with a 2% salary increase or something else as it has to be appropriated in the budget and an ordinance would be placed on the next meeting.

Mrs. Lettice offered a motion for a 2% salary increase for the 2025, moved and seconded by Mayor Jennings. All were in favor.

Ms. LaPorta questioned the hours and salary of Pamela Howard and Julie Martin.

Ms. Thornton stated Ms. Howard's hours would remain the same and Mrs. Martin's hours per the shared service agreement was anywhere between 2 – 7 hours per week at \$30 per hour.

Ms. LaPorta stated she would increase the budget accordingly by 2% across the board for anyone receiving a salary. Ms. Howard would stay the same and she would have to put Mrs. Martin in there too.

Ms. Thornton stated the only change would be when she passed the RMC exam but she wasn't sure of the amount off hand.

Ms. LaPorta stated they could still put it in the budget or do a budget transfer from Julie's salary when she passed the test.

Ms. Thornton stated they were looking to hire a part-timer perhaps a student to help in the office with filing. She suggested a starting salary of \$16-20 per hour at 10 hours a week. It would fall under Administration.

Ms. LaPorta questioned if they would need an employee for DPW.

Ms. Thornton stated they did not need one.

Ms. Thornton went through all of the costs for the shared service agreements and also stated the SPCA is now \$2100 because they added \$25.00.

Ms. LaPorta recommended increasing Admin/O&E. She stated Finance/O&E and Tax were fine.

Ms. Thornton stated they had to include \$1400 a month in recycling because they're having Republic doing it. She also questioned what would fall under clean communities.

Ms. LaPorta gave suggestions as far as clean communities but suggested she talk with Mrs. Martin.

Ms. LaPorta stated if they were to increase recycling other by \$3200 it should be enough. She also questioned where they put tipping fees.

Ms. Thornton stated she would check on that.

Ms. Thornton stated we have to budget for a street sweeper. She stated they should come out once a quarter and she was not sure how much they charge. However, in the past it was \$635 every time they were called in. She stated she did not know how much it would cost under a shared contract.

Ms. LaPorta stated if they were to do it three times it would not mess up the appropriation.

Ms. Thornton stated as far as the sewer operator was concerned, she was trying to get a shared service agreement with Eatontown. They have not decided whether they want to come in on it and Bill White has also spoken to them. Hopefully, they will have an answer this week. She also stated the DEP was in and there are a couple of sewers that have something in it and it has to be cleaned out. They must also use a camera. Bill White estimated the cost at \$5000.

Ms. Thornton stated the phone system has to be redone and it could go under Admin or Buildings and Grounds. Comcast stated they could have it done in a couple of days because we already have a part of the system. She's trying to get a bundle price.

Ms. LaPorta stated they have a problem with the DPW yard because of the way it was funded it was a capital expense funded through the regular budget and they did not award the contract last year. She stated she thought that money lapses. She stated she will verify with Mr. Fallon as to what she can do and check the numbers with Bill White. It will go back into surplus if it cannot be awarded and then bring it back down again.

Ms. LaPorta stated the information that they were getting from the SIM reports is showing that all the utilities we should anticipate a 20% increase over last year. She went on to state that the State was giving them some kind of outside cap exceptions for that.

Ms. LaPorta also stated they've encumbered for Hi-Volt \$21,000 for repower of Eloise Nagel Park lights and then we paid Watchtower which was another \$ 5,545.00 and we've already paid for that. So that was \$25,000 and it was already encumbered for.

Ms. Thornton stated she never heard back from the Co-op.

Ms. LaPorta asked if we did a resolution to join the Co-op and we've never heard back from them.

Ms. Thornton stated she never heard back from them but stated she would check back with them.

Ms. Thornton went over Mr. Brunson's budget for Recreation and stated she did not have anything for SCAT.

Ms. LaPorta stated you have to have something for them just in case someone needs them.

Ms. Thornton asked Erich about the needs of DPW and he thought metal work was needed around the building, spots on gym walls.

Ms. LaPorta stated she wondered if there was money left in old capital ordinances that were like for building improvements if we could put it there if we did not spend it all. Then that way they would not have to budget for it.

Mayor Jennings stated they needed some type of insulation for the ceiling.

Ms. LaPorta stated the ordinance that was used to purchase the stove still had money in it, so we can at least do the metal there without budgeting for it. She went on to state there was an ordinance going back to 2015 which is fully funded and it says improvements to municipal buildings. She said it was \$68,000 in there. So, you should be fine with whatever you want to do. It will have to go into capital.

Ms. Thornton stated they needed a shed for the transformers because by law they could not have the transformers for AVMA in the building where the machines are and they cannot be outside in the elements either. A 10x10 shed is needed at a cost between \$1500-\$1800 and it should fit in the regular budget.

Ms. LaPorta asked if they ever used the County Department of Corrections. They've gotten trailers and had them build sheds.

Ms. Thornton questioned who would they contact.

Ms. LaPorta stated she would contact the Department of Corrections.

Ms. Thornton stated Erich requested a concrete pad for the roll off dumpster. She stated it was getting black topped they would use black top.

Ms. LaPorta suggested she still check with Bill White because of the weight or maybe they could include it in the paving of the yard.

Ms. Thornton stated she really needed to get items no longer of use to the Township sold. She questioned what happened with the money that is generated from the sale, does it go into surplus.

Ms. LaPorta stated to her knowledge yes.

Ms. Thornton questioned whether they could use the water sale money for the windows.

Ms. LaPorta stated the way it was explained to her was that they would get the money and so every entry would have a debit or credit, debit cash and credit reserve and then in order to spend that money we have to take that money from the reserve and anticipate it in the budget and if we've already adopted our budget she did not know how they would spend that budget until next year. She stated she sent an email questioning it but our budget has to be adopted and cannot wait.

Ms. Thornton stated we have an option to take the money from building improvements for the windows.

Ms. LaPorta went over the line item for legal and Ms. Thornton discussed potential litigation. Ms. LaPorta stated they could go up to the maximum of the appropriation cap and dump whatever is left over in legal. She recommended speaking with Mr. Anthony and to come to an equitable agreement.

Ms. Thornton stated they would have to add \$540 monthly for the service contract for NJR.

Ms. LaPorta stated they were good with salaries and could possibly increase OEM for the special request. She stated she could reduce the line item for health insurance because there was one less participant. She stated since they were not getting a part-time person for DPW that money could go into Administration to cover that part-time person. She stated they had to find out about the tipping fees. She stated there was something about solid waste.

Ms. Thornton stated when she gets reports they go straight to Eatontown. She hasn't gotten a bill unless it is showing up on Republics bill which she hasn't seen. County is just fuel the brining she's never gotten a bill for anything they are dumping but then again they've just moved over to Republic for recycling. She stated Mr. Anthony reviewed the contract with them.

Ms. LaPorta also discussed obtaining grants and payments to Target Technology and Colliers Engineering. She stated we were looking at introducing the budget on April 15, 2025.

Mayor Jennings offered a motion to open the meeting to the public, moved and seconded by Mrs. Lettice. All were in favor. There being no one in the public the portion of the meeting was closed.

Mayor Jennings offered a motion to adjourn the meeting at 11:10 AM , moved and seconded by Mrs. Lettice. All were in favor.

Submitted by,

Katrina Thornton
Deputy Municipal Clerk