



Shrewsbury Township  
1979 Crawford Street  
Shrewsbury Township, New Jersey 07724

Katrina L. Thornton, RMC  
Acting Municipal Clerk

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

**Shrewsbury Township Committee**  
**January 1, 2024**  
**Reorganization Meeting - 2:30 PM**  
**MINUTES**

**CALL MEETING TO ORDER** The 2024 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 Two River Times on January 9, 2023, in addition to posting on the bulletin board in the Municipal Building and filing a copy of said notice with the Municipal Clerk.  
[www.townshipofshrewsbury.com](http://www.townshipofshrewsbury.com).

**FLAG SALUTE**

**OATHE OF OFFICE – ELECTED TOWNSHIP COMMITTEE MEMBERS**

Re-Elected Township Committeewoman Lester Jennings will be sworn into office. Remarks by Mr. Jennings.

**MEMBERS QUALIFIED TO SERVE**

Glenwood Puhak

Lester Jennings

Lynda Lettice

Ms. Thornton announced that Mr. Jennings was re-elected as a Committeeman.

Mr. Jennings was sworn in as Committeeman by Ms. Thornton.

Ms. Thornton announced that Glen Puhak, Lynda Lettice, and Lester Jennings were all official members of the Township Committee.

**MAYOR**

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

Mr. Jennings was sworn in as Mayor for 2024 by Ms. Thornton

**DEPUTY MAYOR**

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

Mrs. Lettice was sworn in as Deputy Mayor for 2024 by Ms. Thornton.

**TOWNSHIP ATTORNEY**

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

Mr. Anthony was sworn in as Township Attorney for 2024 by Ms. Thornton and assisted by his wife Judy Anthony.

**AUDITOR**

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

**TOWNSHIP ENGINEER**

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

**TOWNSHIP BOND COUNSEL**

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

**APPOINTMENT OF TAX COLLECTOR**

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

**ACTING MUNICIPAL/ CLERK AND REGISTRAR**

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

**MEETING SCHEDULE**

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

**NEWSPAPER**

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

**CASH MANAGEMENT PLAN**

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

**OFFICIAL DEPOSITORIES**

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

**Cancel Balances**

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

**Fix Rate of Interest**

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

**Service Charge Returned Checks**

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

**Grace Period Late Fees for Dog Licenses**

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

**24-17 Lease Agreement Emergency Management**

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

**24-18 Alternatives to in person meetings**

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

**24-19 Community Development Block Grant – LESTER JENNINGS**

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

**24-20 JIF REPRESENTATIVE Katie**

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

**24-21 Public Agency Compliance Officer – Katrina Thornton**

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

**24-22 Certifying Officer KATRINA/KATIE**

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

**24-23 C1 C2 Operator**

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

**24-24 Tax Search Officer Jason Sutton**

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

**24-25 Members of Rent Board**

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

**24-26 Assessment Search**

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

**24-27 Recreation Director**

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

**24-28**

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



**24-29 Temporary Budget**

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

**24-30 Chief Financial Officer**

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

**24-31 QPA**

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

Comments From Township Committee

None

Mrs. Lettice offered a motion, moved, and seconded by Mr. Jennings, to open the meeting to the public.

Public Comments

Thomas Yocklo was present on behalf of Brookdale Community College, Office of the President. He wished everyone good luck on their appointments and stated he looked forward to seeing the rest of their term go out.

**COULD NOT HEAR WHO SPOKE**

Robin Kane wished everyone a Happy New Year.

Mrs. Lettice offered a motion, moved, and seconded by Mr. Puhak, to close the public portion of the meeting.

Mayor Jennings stated the next meeting would be on Tuesday, January 9, 2024 at 6pm at Shrewsbury Hall and refreshments will be served in the next room.

Mr. Jennings offered a motion, moved and seconded by Mr. Puhak to adjourn the meeting.