



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

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

**Phone (732) 542-0572
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Shrewsbury Township Committee

FEBRUARY 15, 2022

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 required Notice of this meeting was published in the Two River Times on January 13, 2022, in addition to posting on the bulletin board in the Municipal Building and filing a copy of said notice with the Municipal Clerk.

**ROLL CALL – Present were Lynda Lettice and Mayor Lester Jennings,
Mr. Puhak (Absent)**

SALUTE TO THE FLAG

APPROVAL OF MINUTES

Regular Meeting Minutes – February 15, 2022

Moved by Mrs. Lettice, seconded by Mayor Jennings
Mrs. Lettice, and Mayor Jennings
Absent – Mr. Puhak

**CORRESPONDENCE: No Correspondence
REPORTS**

Finance - None

Municipal Attorney – Mr. Anthony provided affirmation that Judge Thornton has provided approval of the shared service use of the Borough of Red Bank Magistrate. Mr. Anthony stated several shared service agreements have been approved and sent out. Mr. Anthony requested acknowledgement of the shared service agreements that are still outstanding. Requested Ms. Thornton provide a list of those agreements to which he would make contact in the coming week to ascertain the return of the executed documents.

Discussed the lighting issue at 6 Barker Ave and the repair to the street light that is too bright for the residents. Ms. Thornton acknowledge speaking with JCPL and providing the residents with the work order number for the repair.

Housing Inspector/Code Enforcement – None

Recreation – None

Safety & Neighborhood Watch - None

Public Works - Mr. Wall read the report in its entirety.

PUBLIC WORKS REPORT

February 1, 2022

On a daily basis the municipal building was cleaned and garbage discarded. Brought scrape metal to the dump. Got Playground ordered. Plowed snow and salted roads. Took cardboard to the recycling center. Picked up materials to start building new recycling bins. Washed all equipment and trucks after snow. Put up new exit signs throughout main building and fixed all the electric boxes behind the signs. Fixed trim around the tops of the doors. Put up new ceiling tiles in the office. Submitted by Kenneth Wall, Public Works Department

Submitted by Kenneth Wall, Public Works Department

ORDINANCE(S) – NONE

RESOLUTIONS -

Township of Shrewsbury

Resolution #2022-35

AUTHORIZE APPROPRIATE RESERVE TRANSFER OF FUNDS NO. 1

WHEREAS, N.J.S.A. 40A: 4-59 provides for appropriation reserve transfers during the first (3) months of any fiscal year, when it has been determined that it is necessary to expend for any of the purposes specified in the budget an amount in excess of the sum appropriated therefore, and where it has been further determined that there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill the purpose of such appropriation.

NOW, THEREFORE, BE IT RESOLVED, by the Township committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, no less than two thirds of the full majority concurring, that the Treasurer be and is hereby authorized to make transfers among the 2021 budget appropriations in accordance with the attached schedule.

		<u>FROM</u>	<u>TO</u>
Mayor & Committee -OE	1-01-20-110-020	\$ 2,500.00	
Engineer-OE	1-01-20-165-020	\$ 2,050.00	
Administration-SW	1-01-20-100-010		\$ 1,000.00
Finance-SW	1-01-20-130-010		\$ 1,000.00
Housing-SW	1-01-22-200-010		\$ 500.00
Street & Roads	1-01-26-290-010		\$ 2,000.00
Board of Health-SW	1-01-27-310-010		\$ 50.00
	Total	\$ 4,550.00	\$ 4,550.00

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on February 15, 2022.

 Katrina Thornton
 Acting Municipal Clerk

 Lester Jennings
 Mayor

Township of Shrewsbury

Resolution #2022-36

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of \$ 154,292.18

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

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 Katrina Thornton
 Acting Municipal Clerk

 Lester Jennings
 Mayor

Township of Shrewsbury

Resolution #2022-37

Authorizing Signatories for all municipal checks and deposits

BE IT RESOLVED, that the governing body of the Township of Shrewsbury, County of Monmouth and State of New Jersey hereby authorizes the following parties as signatories on all municipal checks and deposits:

Lester Jennings; Lynda Lettice; Glenwood Puhak and Thomas Seaman

NOW, THEREFORE, BE IT RESOLVED, by the Township committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, no less than two thirds of the full majority concurring, that a copy of this resolution shall be provided to all municipal official depositories.

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on February 15, 2022.

ATTEST:

 Katrina Thornton
 Acting Municipal Clerk

 Lester Jennings
 Mayor

TOWNSHIP OF SHREWSBURY

RESOLUTION #2022-38

AUTHORIZE CLOSED SESSION UNDER THE OPEN PUBLIC MEETINGS ACT

WHEREAS, the Open Public Meetings Act permits the Township Committee of the Township of Shrewsbury to exclude the public when certain matters are to be discussed.

NOW, THEREFORE BE IT RESOLVED, that in accordance with the provisions of the Open Public Meetings Act, the Mayor and Township Committee of the Township of Shrewsbury shall have a closed session for purposes of discussing hiring shared service and part-time employees for work force open positions.

BE IT FURTHER RESOLVED, that matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer, shall be discussed.

1. More particularly, such matters shall be discussed concerning Personnel matters.

BE IT FURTHER RESOLVED, that the public shall be informed of the results of the closed session at the continuation of the present public meeting, or at the next public meeting of the Mayor and Township Committee, or as soon thereafter as possible.

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on February 15, 2022

 Katrina Thornton
 Acting Municipal Clerk

 Lester Jennings
 Mayor

NEW BUSINESS –

OLD BUSINESS –

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

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

- NO COMMENT FROM THE PUBLIC

Mrs. Lettice offered a motion to close the public portion of the meeting, moved and seconded by Mrs. Lettice; all were in favor.

EXECUTIVE SESSION –

Mr. Anthony noted that the reason for the Executive Session would need to be corrected as it stated that it was for employee benefits. However, the Executive Session is in regards to the seeking a Shared Service agreement with another township for preparations of documentation required for recycling and tonnage grants. In addition, the discussion of hiring a PT office work to assist with the daily workflow of the Admin/Bookkeeper and Acting Municipal clerk Katrina Thornton.

Ms. Thornton responded that less than 10 hours a week would be warranted with the ability to work evenings during a meeting week.

Mr. Anthony inquired as to a possible pay range for said PT Employee

Ms. Thornton replied that \$12- \$15 dollar range should suffice

Mr. Anthony requested a draft of the ad to be placed and suggested that the ads be placed in Asbury Park Press, Two Rivers News and NJLM website. In addition, he would confirm the funding with the CFO Thomas Seaman.

Mr. Jennings, Mrs. Lettice, and Ms. Thornton all agreed.

Mr. Anthony stated that he would reach out to the adjoining Townships and Boroughs in regards to a Shared Service for assistance with the recycling and tonnage grants. Requesting the assistance of their employees that handle these tasks in their Townships and Boroughs.

Mrs. Lettice and Mr. Jennings stated that they did not want to increase the workload FT Public Work employee, Ken Wall as he is currently handling the collection of recycling in the Township. Therefore, it is best to look for a Shared Service initially to handle the task.

- Do I hear a motion to adjourn the Executive Session Moved by Mrs. Lettice and seconded by Mr. Jennings.

Reopening the Public Meeting – No Members of the Public are present

DATE OF NEXT MEETING – Regular Meeting March 15, 2022 at 6:00 P.M.

- Do I hear a motion to adjourn the public meeting? Moved by Mr. Jennings and seconded by Mrs. Lettice

February 15, 2022

Respectfully Submitted,

Pamela Howard, RMC, CMR
Municipal Clerk