



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

**Pamela D. Howard, RMC
Municipal Clerk**

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

Shrewsbury Township Committee

October 19, 2021

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 require Notice of this meeting was published in the Asbury Park Press on September 2, 2021, 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

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

TOWNSHIP OFFICIALS PRESENT: Township Attorney Gene Anthony and Municipal Clerk, Pamela D. Howard.

SALUTE TO THE FLAG

APPROVAL OF MINUTES

Regular Meeting Minutes –September 19, 2021

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

CORRESPONDENCE – 2020 Annual Tax Collectors Report – Mr. Seaman stated it was a standard Report.

Moved by Mayor Puhak to approve the report, seconded by Mrs. Lettice
Mrs. Lettice, Mr. Jennings and Mayor Puhak

REPORTS -

FINANCE – Finance Mr. Seaman stated the Tax Collector was looking into getting a program for the Tax Office. The system called WHIP would allow the residents to go on the website and look up their tax information and even pay their taxes for a small fee. Most municipalities have it and the annual cost is \$900 and it's a very useful tool.

Lynda Lettice stated she did not thing the Township needed it. She stated Mrs. Davis needs to come into the office.

Lester Jennings stated he did not think the Township needed it.

Robin Kane, 84 Belshaw questioned whether it was free to pay online.

Mr. Seaman stated there was a small fee.

Mrs. Kane stated AVMA pays with one check. She stated she did not feel that it was worthwhile for 122 residents.

Marcia Meer Eagone stated she did not feel that the Township needed it.

HOUSING INSPECTOR/CODE ENFORCEMENT: NONE

RECREATION: Ms. Thornton stated this Saturday, October 23rd, the Recreation Department will host Fire Prevention Day with Tommy Welsh from 12pm-2pm. A Halloween Party on Halloween Day from 3pm-3:30pm.

UTILITIES: NONE

MUNICIPAL ATTORNEY: Mr. Anthony stated the Township will have another year with of Court with Red Bank, Eatontown for fire protection, First Aide with Red Bank and hopefully another year with the SPCA for the animal contract. We will also have a special meeting on October 26th for the sale of the water system.

PUBLIC WORKS: Deputy Mayor Jennings read Mr. Walls report in its entirety.

PUBLIC WORKS REPORT

October 1, 2021

On a daily basis the municipal building was cleaned and garbage discarded.

Planted Mums at main building. Trimmed trees along paper road. Elevated trees in park and removed one. Dug out stump and back filled, seeded and put hay on it. Built wood frames for the breast cancer flags. Cleaned up cement and asphalt at the yard. Made Halloween decorations for front of main building. Cleaned in front of drain pipe down in the woods behind the condos. Trimmed cherry trees along Barker Ave.

Submitted by Kenneth Wall, Public Works Department

SAFETY AND NEIGHBORHOOD WATCH: NONE

ORDINANCE(S) -

TOWNSHIP OF SHREWSBURY COUNTY OF MONMOUTH ORDINANCE #2021-07

ORDINANCE ADOPTING MITIGATION PLAN ADOPTED BY THE MONMOUTH COUNTY OFFICE OF EMERGENCY MANAGEMENT WITH MICHAEL BAKER INTERNATIONAL, INC.

WHEREAS, the Township of Shrewsbury has in the past experienced natural hazards that result in public safety hazards and damages to private and public property; and

WHEREAS, a Hazard Mitigation Planning Process by the State of New Jersey and the Federal Emergency Management Agency Office set forth an opportunity to consider national hazards and risks, and to identify mitigation actions to reduce future risks; and

WHEREAS, the New Jersey Office of Emergency Management has provided Federal Mitigation Funds to support development of an updated Mitigation Plan; and

WHEREAS, Thomas Welsh is the Emergency Management Officer for the Township of Shrewsbury, and as so, Mr. Welsh has recommended the Township adopt a Mitigation Plan, entitled, "Monmouth County Multi-jurisdictional All Hazards Mitigation Plan" updated by the Monmouth County Office of Emergency Management, who contracted with Michael Baker International, Inc. in developing the plan; and

WHEREAS, the Mitigation Plan received FEMA approval pending adoption status on August 27, 2020; and

WHEREAS, it is in the best interest of the residents of the Township of Shrewsbury to have an Emergency Management Mitigation Plan to address emergency management situations.

NOW THEREFORE BE IT ORDAINED, by the governing body of the Township of Shrewsbury in the County of Monmouth and the State of New Jersey, that the governing body hereby adopts and accepts the Monmouth County Multi-jurisdictional All-hazards Mitigation Plan ("Mitigation Plan") accepted by the Monmouth County Office of Emergency Management through a contract with Michael Baker International, Inc., and updated as of August 27, 2020.

BE IT FURTHER ORDAINED, that the Township of Shrewsbury's Departments, identified in the Plan are hereby directed to further pursue potential or further implementation of the recommended Plan priority activities that are assigned to their departments.

BE IT FURTHER ORDAINED, that any action proposed by the Plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion at the Township of Shrewsbury, and this Ordinance shall not be interpreted so as to mandate any other appropriation.

BE IT FURTHER ORDAINED, that the Township of Shrewsbury Emergency Management Coordinator, Thomas Welsh, is designated to coordinate with other offices and shall periodically report on the activities, accomplishments and progress, and shall prepare an annual progress report to be submitted to the New Jersey Office of Emergency Management. Said status report shall be submitted on a yearly bases with a predetermined date agreed upon by all stakeholders.

BE IT FURTHER ORDAINED, that a USB flash drive of the full Mitigation Plan is available at the Monmouth County Emergency Management Office, as well as in the Clerk's Office of Shrewsbury Township for review.

BE IT FURTHER ORDAINED, that a copy of this Ordinance, once adopted, shall be forwarded to Michael Yaffe, Senior Associate of Michael Baker International, Inc. at 300 American Metro Blvd., Ste. 154,

Hamilton, New Jersey 08619, and to the Monmouth County Office of Emergency Management, and a copy shall also be provided to the Emergency Management Officer of Shrewsbury Township, Thomas Welsh.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect immediately upon final adoption and publication in the manner prescribed by law.

BE IT FURTHER ORDAINED, that all Ordinances or parts of Ordinances that are inconsistent herewith are repealed, but only to the extent of such inconsistency.

Vote on Approval:

Offered by Mrs. Lettice, moved and seconded by Mr. Jennings

Lettice aye
 Jennings aye
 Puhak aye

RESOLUTIONS –

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-94

RESOLUTION AMENDING PROCEDURE TO PERSONNEL PRACTICES AND AUTHORIZING LIMITATION OF SAID PRACTICES AND INCORPORATING SAID AMENDED PERSONNEL POLICY AS PART OF THE HANDBOOK INCORPORATED HEREIN

WHEREAS, it is the policy of the Township of Shrewsbury to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meetings Act; and

WHEREAS, the governing body of Shrewsbury Township has established titles for public employment by Shrewsbury Township as well as salary ranges in Shrewsbury Township employees, and there is a need to review and revise the Township’s Personnel Policies and Procedures to ensure that employees and prospective employees are treated in a manner consistent and compliant with the laws and regulations; and

WHEREAS, the governing body of Shrewsbury Township adopted by incorporation an updated Personnel Policy Handbook under Resolution 2018-101 on October 23, 2018, which is now being amended by separate Resolution with regard to changes to personnel policies and procedures, including rules concerning job descriptions now established under Section 3.5; and

WHEREAS, Personnel Policies and Procedures adopted shall be applicable to all officials, appointees, employees, prospective employees, volunteers and independent contractors of Shrewsbury Township; and

WHEREAS, the governing body shall be responsible to implement and enforce the Personnel Policies incorporated in said Personnel Policy Handbook. If there is a conflict between said Personnel Policies and Federal or State Law, the terms and conditions of said Federal or State law shall prevail. In all other cases, practices adopted in the Personnel Policy Handbook updated on October 23, 2018 and now amended October 19, 2021, and pursuant to this Resolution shall prevail.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Township Committee of the Township of Shrewsbury hereby adopts and accepts and incorporates herein the Personnel Policy Handbook updated on October 19, 2021, and shall be available at the Clerk’s Office of Shrewsbury Township for review.

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

Township of Shrewsbury

Resolution #2021-95

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF SHREWSBURY AUTHORIZING A SHARED SERVICE AGREEMENT WITH THE COUNTY OF MONMOUTH TO PROVIDE THE ITAXMAP/COLLABORATION CENTER SYSTEM

WHEREAS, the County of Monmouth has a new fully funded shared service program to convert municipal tax maps from analog to digital and/or participate in a County-wide maintenance program for all of the Township of Shrewsbury's municipal tax maps and GIS parcel layers in digital form; and,

WHEREAS, the Township Committee of the Township of Shrewsbury wishes to enter into a Shared Service Agreement with the County of Monmouth to provide the iTaxmap/Collaboration Center System with the agreement being effective until December 31, 2025, unless sooner terminated or extended. A true copy of the aforesaid Agreement is attached hereto and made a part hereof as Exhibit A.

NOW, THEREFORE BE IT RESOLVED, that the attached Agreement be executed by the Mayor and Clerk.

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

Township of Shrewsbury

Resolution #2021-96

RESOLUTION OF THE TOWNSHIP OF SHREWSBURY, COUNTY OF MONMOUTH, STATE OF NEW JERSEY, AUTHORIZING THE REFUND OF DAMAGE DEPOSIT FOR RENTAL AND USE OF THE GYM

WHEREAS, the Township of Shrewsbury requires the posting of a damage deposit for the rental and use of the gym for private events, and

WHEREAS Franklin Basketball Club, 62 Donald Avenue, Somerset NJ and Little Silver Travel Basketball c/o Justin Griffin, 13 Windsor Drive Little Silver, NJ posted a \$250 damage deposit for practices & skill training in the Shrewsbury Township Municipal Hall Gym and,

WHEREAS Both Organizations acknowledged receipt of the rules and regulations concerning the use of the gym for private functions including clean up requirements, and

WHEREAS, the gym was satisfactorily cleaned up and inspected by an employee of the Department of Recreation, and

WHEREAS, the Chief Municipal Finance officer has recommended a refund of the full damage deposit of \$250.00 for each organization; and,

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Township of Shrewsbury, County of Monmouth, State of New Jersey, as follows:

1. That the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey does hereby authorize the refund of the damage deposit to Franklin Basketball Club and Little Silver Travel Basketball c/o Justin Griffin in the amount of \$250.00.
2. That a certified copy of this resolution be provided to the Chief Financial Officer and Bookkeeper.

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

Township of Shrewsbury

Resolution #2021-97

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of **\$ 253,134.02 .**

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-98

**RESOLUTION FOR 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 the personnel issue involving the job performance of Keontae Wiggins; and,

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; including the term of Municipal Clerk Pamela Howard.

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
LETTICE	X		X			
JENNINGS		X	X			
PUHAK			X			

Township of Shrewsbury

Resolution #2021-99

AUTHORIZE A CURFEW IN THE TOWNSHIP OF SHREWSBURY FOR OCTOBER 30 & 31, 2020

WHEREAS, it has been determined to be in the best interest of the Township of Shrewsbury to impose a curfew for all persons under the age of eighteen (18) years old on October 30, 2021 (Mischief Night) and October 31, 2021 (Halloween);

NOW, THEREFORE, BE IT RESOLVED, by the Township of Shrewsbury that a curfew for all persons under the age of eighteen (18) years old within the boundaries of the Township of Shrewsbury be imposed on October 30, 2021 and October 31, 2021 at 8:00 PM; and

BE IT FURTHER RESOLVED, that such curfew be strictly adhered to and strictly enforced.

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Regular Meeting held on October 19, 2021

NEW BUSINESS –

Mayor Puhak stated Mr. Anthony deserved credit for getting EMS service.

Mr. Anthony stated it was his job.

OLD BUSINESS – NONE

PUBLIC PORTION:

Mayor Puhak offered a motion to open the meeting to the public, moved and seconded by Deputy Mayor Jennings

Robin Kane, 84 Belshaw Avenue, stated she would not be present for the meeting on October 26th. She questioned who would be in attendance.

Mr. Anthony stated Bill White, The Committee, The Clerk and himself.

Mayor Puhak stated the first step was to make sure the Town is in agreeance to the sale of the system.

Mrs. Kane asked the Mayor if he would perform any weddings at any time.

Mayor Puhak stated he would do them if there was proper distancing.

Mrs. Kane stated Mr. Wall was doing a good job and that one of the lights as you enter the town is out.

Mr. Wall stated JCP&L fixed both of them.

Bill Sprengeman, 143 Belshaw asked if everyone in the room could sit closer if they call wear mask. He questioned would the Township have to start over as far as the codification.

Mr. Anthony stated we will have to start over again. He stated he started his own portfolio of ordinance. He stated he would have to look for another company.

Mrs. Kane questioned the bill for Remington.

Ms. Thornton stated that was WRM water operator has a schedule for testing.

Mrs. Kane questioned the refunds on the bill list.

Both Ms. Thornton and Mr. Seaman stated they were for the Monmouth County Improvement Authority Bonds.

Mr. Puhak offered a motion to close the hearing, moved and seconded by Mrs. Lettice; all were in favor.

Mrs. Lettice offered a motion to close the public hearing, moved and seconded by Mayor Puhak. All were in favor.

DATE OF NEXT MEETING – Regular Township Committee Meeting – November 9 , 2021 at 6pm

ADJOURNMENT

– Do I hear a motion to adjourn the meeting? Moved by Mayor Puhak seconded by Mrs. Lettice. Ms. Lettice, Deputy Mayor Jennings and Mayor Glenwood Puhak.

November 9, 2021

Respectfully Submitted,

Pamela Howard, RMC,CMR
Municipal Clerk