



REGULAR MEETING MINUTES

**Shrewsbury Township
1979 Crawford Street
Shrewsbury Township, NJ 07724**

**Teri Giercyk, RMC
Municipal Clerk**

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

November 11th 2018

REGULAR MEETING – 1:00 PM

MINUTES

CALL MEETING TO ORDER by Mayor Edward Nolan at 1:00 P.M.

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 Asbury Park Press on October 16, 2018, in addition to posting on the bulletin board in the Municipal Building on October 16, 2018 by the Municipal Clerk.

ROLL CALL:

GOVERNING BODY MEMBERS PRESENT: Committeeman Jennings, Committeeman Puhak, and Mayor Nolan.

TOWNSHIP OFFICIALS PRESENT: Township Attorney Gene Anthony, Chief Financial Officer Suzanne Veitengruber, and Municipal Clerk Teri Giercyk.

MEMBERS OF THE PUBLIC WERE IN ATTENDANCE

SALUTE TO THE FLAG

APPROVAL OF MINUTES:

Regular Meeting Minutes – 10/23/2018

Moved by Mayor Nolan, seconded by Mr. Jennings.

Ayes –Mr. Jennings, Mr. Puhak, and Mayor Nolan.

Executive Session Minutes – 10/23/2018

Moved by Mayor Nolan, seconded by Mr. Jennings.

Ayes –Mr. Jennings, and Mayor Nolan.

Abstain - Mr. Puhak.

CORRESPONDENCE

1. **NJDOT** – Fiscal Year 2019 Local Freight Impact Fund
2. **Monmouth Medical Center** – Free Cardiac and Concussion screening for young athletes (ages 5 to 18)
3. **NJDEP** – Radon Awareness Program

Moved by Mayor Nolan, seconded by Mr. Puhak.

Ayes –Mr. Jennings, Mr. Puhak, and Mayor Nolan.

REPORTS:

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FINANCE:

Mrs. Suzanne Veitengruber – Manual check register for bill list today. Check run will be tomorrow. No increase in insurance premiums for next year. Attended JIF meeting, they are really pushing cybersecurity, resolution on for tonight's meeting. Township has had two ransomware incidents in the past. There will be a webinar and mandatory training for everyone that uses a township owned computer. Everyone will have to sign off for personnel manual also.

RECREATION:

Mr. Rich Brunson - Halloween party was a success with 26 kids present. Noted that gym roof is leaking. Mayor and Mrs. Veitengruber to look into solution.

MUNICIPAL ATTORNEY:

Mr. Gene Anthony – **Proposed** agreements sent to Shrewsbury Borough for the two shared service renewals for Website and Fire Protection for 2019.

RESOLUTIONS:

Township of Shrewsbury

Resolution #2018-106

A Resolution of the Township of Shrewsbury, County of Monmouth, State of New Jersey, Establishing Per Diem and Travel Reimbursement Rates for Meals and Mileage for Official Business

WHEREAS, elected public officials and employees shall be attending the New Jersey League of Municipalities Workshop from November 13 through 15, 2018; and

WHEREAS, the governing body may establish, by resolution or ordinance, rates for the payment/reimbursement of per diem and travel expenses; and

WHEREAS, the Township committee of the Township of Shrewsbury indexed the mileage reimbursement rate to the Internal Revenue Service Standard Mileage Rate for business miles driven in the current personnel ordinance; and

WHEREAS, it is appropriate that public officers, and employees traveling on behalf of the Township of Shrewsbury be allowed a reasonable per diem travel allowance for the cost of meals in the destination of such travel; and

WHEREAS, the Township Committee determines that it is necessary and in the best interest of the Township to establish meal expense reimbursement rates,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury establishes a maximum \$35.00 per day reimbursement for all meals for the official or employee only, and

BE IT FURTHER RESOLVED that such reimbursement shall not include charges for alcohol, tips or sales tax, and must be supported by receipts, and

BE IT FURTHER RESOLVED, that such reimbursement must be requested through a requisition signed by the individual requesting the reimbursement, and supported by receipts.

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Name	Motion	Second	Ayes	Nays	Abstain	Absent
Jennings		X	X			
Puhak			X			
Nolan	X		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 November 11, 2018.

Teri Giercyk, RMC
Municipal Clerk

Edward P. Nolan
Mayor

Township of Shrewsbury
Resolution #2018-107
Central Jersey Health Insurance Fund Resolution to Renew

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the CENTRAL JERSEY HEALTH INSURANCE FUND, hereafter referred to as "the FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;

WHEREAS, the statutes and regulations governing the creation and operation of a joint health insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such the FUND;

WHEREAS, the governing body of Shrewsbury Township, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the LOCAL UNIT hereby agrees as follows:

- i. Renew membership with the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
- ii. Will participate in the following type (s) of coverage (s):
 - a.) Health Insurance and/or Dental Insurance and/or Prescription Coverage as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
- iii. Adopts and approves the FUND's Bylaws.
- iv. Execute an application for membership and any accompanying certifications.

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BE IT FURTHER RESOLVED that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the LOCAL UNIT by the FUND.
- ii. Receipt from the LOCAL UNIT of a Resolution accepting assessment.
- iii. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Jennings	X		X			
Puhak		X	X			
Nolan			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 November 11, 2018.

Teri Giercyk, RMC
Municipal Clerk

Edward P. Nolan
Mayor

Township of Shrewsbury
Resolution #2018-108
Resolutions Adopting Technology Practices and Cyber Incident Response Policies

WHEREAS, the Township of Shrewsbury recognizes that technology cyber-attacks have become a very serious threat that cannot be ignored or underestimated; and,

WHEREAS, the Township acknowledges that countering technology cyber threats requires a concerted effort of increasing awareness, training, and investments in technology, as well as having appropriate policies and procedures in place; and,

WHEREAS, the Township is a member of the Monmouth County Municipal Joint Insurance Fund (MONMOUTH JIF) and the Municipal Excess Liability Joint Insurance Fund (MEL); and,

WHEREAS, pursuant to its membership in the MEL, the Township is currently receiving cyber insurance coverage with a \$10,000 deductible per occurrence; and,

WHEREAS, the MEL provides a Cyber Risk Management Program that requires the adoption and implementation of a Technology Practices Policy as well as a Cyber Incident Response policy; and,

WHEREAS, adoption of the MEL Cyber Risk Management Program enables the Township to become eligible in a cyber deductible re-imbursalment program depending on the level of compliance with the technology standards: Tier I: \$5,000 re-imbursalment; tier II: \$7,500 re-imbursalment; and,

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WHEREAS, the Administrator of the Township of Shrewsbury has reviewed the MEL Cyber Risk Management program and with the assistance of the Township’s Risk Management Consultants has developed both a Technology Practices Policy as well as a Cyber Incident Response policy, and has recommended adoption of both by the Governing Body.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the attached Technology Practices Policy and the attached Cyber Incident Response policy be adopted by the Township of Shrewsbury.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Jennings			X			
Puhak		X	X			
Nolan	X		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 November 11, 2018.

Teri Giercyk, RMC
Municipal Clerk

Edward P. Nolan
Mayor

Township of Shrewsbury
Resolution #2018-109
Payment of Bills

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of **\$23,618.32.**

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Jennings			X			
Puhak		X	X			
Nolan	X		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 November 11, 2018.

Teri Giercyk, RMC
Municipal Clerk

Edward P. Nolan
Mayor

PUBLIC PORTION:

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– Do I hear a motion to open the meeting to the public? Moved by Mayor Nolan seconded by Mr. Jennings.

Ayes – Mr. Jennings, Mr. Puhak, and Mayor Nolan.

No public comment.

– Do I hear a motion to close the meeting to the public? Moved by Mayor Nolan, seconded by Mr. Jennings .

Ayes – Mr. Jennings, Mr. Puhak, and Mayor Nolan.

DATE OF NEXT MEETING: Regular Meeting November 27, 2018 at 7:00 PM.

ADJOURNMENT

– Do I hear a motion to adjourn the meeting? Moved by Mayor Nolan, seconded by Mr. Jennings.

Ayes – Mr. Jennings, Mr. Puhak, and Mayor Nolan.

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

November 27, 2018.

Respectfully submitted,

Teri Giercyk, RMC
Municipal Clerk

Approved: _____
Teri Giercyk, RMC

Date