



REGULAR MEETING MINUTES

Shrewsbury Township
1979 Crawford Street
Shrewsbury Township, NJ 07724

Teri Giercyk, RMC
Municipal Clerk

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Shrewsbury Township Committee

November 13th 2017

REGULAR MEETING – 5:30 PM

MINUTES

COMMITTEEMEMBER NOLAN MOVED THE ADOPTION OF THE FOLLOWING MINUTES:

CALL MEETING TO ORDER by Mayor Edward Nolan at 5:30 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 31, 2017, in addition, to posting on the bulletin board in the Municipal Building on October 30, 2017 by the Municipal Clerk. The meeting called to order by Mayor Nolan in accordance with the Open Public Meetings Act at 5:30 P.M. on this 13th day of November 2017.

ROLL CALL:

GOVERNING BODY MEMBERS PRESENT: Committeewoman Bailly present at 5:33 P.M., Committeeman Puhak, and Mayor Nolan.

TOWNSHIP OFFICIALS PRESENT: Township Attorney Gene Anthony, and Municipal Clerk Teri Giercyk.

MEMBERS OF THE PUBLIC WERE IN ATTENDANCE

SALUTE TO THE FLAG

APPROVAL OF MINUTES:

Regular Meeting Minutes – 10/24/2017

Moved by Mayor Nolan, seconded by Mr. Puhak.

Ayes –Mr. Puhak and Mayor Nolan.

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Absent – Mrs. Bailly.

Executive Meeting Minutes – 10/24/2017

Moved by Mayor Nolan, seconded by Mr. Puhak.

Ayes – Mr. Puhak and Mayor Nolan.

Absent – Mrs. Bailly.

Executive Meeting Minutes – 2/15/2017

Moved by Mr. Puhak, seconded by Mayor Nolan.

Ayes – Mr. Puhak and Mayor Nolan.

Absent – Mrs. Bailly.

Executive Meeting Minutes – 2/28/2017

Moved by Mr. Puhak, seconded by Mayor Nolan.

Ayes – Mr. Puhak and Mayor Nolan.

Absent – Mrs. Bailly.

CORRESPONDENCE

1. **New Jersey Natural Gas – Important Safety Information & Coordination Plan Overview**
2. **NJ Senate Present Stephen M. Sweeny – Regarding Resolution in opposition to Senate bills 1045 and 1046**
3. **MEL JIF Website and Mobile App**
4. **U.S. Dept. of Commerce/U.S. Census Bureau – Survey of Local Government Finances**
5. **Monmouth County Parks System Public Hearing on 12/13/2017 at 5 pm**
6. **#IllBeThereWillYou – Governor Christie’s 2nd Annual Candlelight Vigil on December 6 at 5 pm, Trenton**
7. **Boat Ordinance Suggestions**

Do I hear a motion to accept the correspondence? Moved by Mr. Puhak, seconded by Mayor Nolan.

Ayes – Mrs. Bailly, Mr. Puhak, and Mayor Nolan.

REPORTS:

PUBLIC WORKS REPORT:

1. **Water fountain fixed**
2. **Gutter on the gym repaired and cleaned**
3. **Handed out flyers to the whole town for the referendum for garbage**
4. **Three loads of leaves already**
5. **Reminder the weekend of the 18th and 19th will be bulk weekend**

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RECREATION:

Mrs. Bailly: Halloween Party went very well. Gave thanks to everyone who helped.

SAFETY AND NEIGHBORHOOD WATCH:

Mrs. Bailly: Commented on neighborhood watch on Mischief night.

ORDINANCE FOR ADOPTION:

TOWNSHIP OF SHREWSBURY
ORDINANCE #2017-08

ORDINANCE AMENDING ORDINANCE 11.27.12 CONCERNING BOAT AND BOAT TRAILER
PARKING AND ESTABLISHING REGULATIONS THEREIN

WHEREAS, the Township of Shrewsbury seeks to establish minimum standards and regulations governing the storage and parking of boats and boat trailers in Shrewsbury Township; and

WHEREAS, this Ordinance amends all prior Ordinances dealing with the storage and parking of boats and boat trailers in Shrewsbury Township and establishes the present and future regulations and standards for such use; and

WHEREAS, this Ordinance specifically amends Ordinance 11.27.12 adopted December 18, 2012 concerning boat and boat trailer parking and establishing regulations therein; and

WHEREAS, certain provisions are necessary to establish enforcement of the regulations and standards governing boat and boat trailer storage and parking in the Township of Shrewsbury.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Township Committee of the Township of Shrewsbury that the following regulations and standards shall exist concerning boats and boat trailers:

Section 1. Parking and Storage on Private Property

No more than one (1) boat and boat trailer shall be allowed to be parked or stored on private property outdoors and such storage shall be in the rear or side yard of any private lot or designated area allowed by the Township Committee by separate Resolution.

Section 2. No person shall park, store or allow to remain on any public street or public parking lot a boat or boat trailer.

Section 3. Upon the declaration of an emergency there shall be no parking upon public streets and parking lots or sections of streets where temporary “emergency no parking” signs are displayed or as authorized by the Township Committee.

Section 4. Enforcement

Any violation of the aforesaid Ordinance may be subject to a fine of not less than One Hundred Dollars (\$100.00) and not greater than Two Thousand Dollars (\$2,000.00).

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Section 5. Other Violations

In addition to the fines aforesaid, any boat or boat trailer which is illegally parked may be subject to tow-away by the Code Enforcement Officer with the owner subject to reasonable cost and removal and storage, which may result from such removal before regaining possession of the vehicle.

Whenever any vehicle impounded by virtue of this Ordinance has been ascertained not to be stolen and is certified for junk title and remains unclaimed by any person having the right to possession of such vehicle for a period of ninety (90) days, unless less time is provided by N.J.S.A. 39:10A-1 or other appropriate Statutes, said vehicle shall be sold at public auction under the direction of the Township Committee pursuant to N.J.S.A. 39:10A-1 and/or other appropriate Statutes after notice of such sale has been given at least five (5) days prior thereto by one (1) publication in a newspaper circulated in the Township of Shrewsbury and upon mailing of a copy of said notice to the record owner thereof by regular mail and certified mail, return receipt requested at least five (5) days prior to said sale, if the name and address be known and to the holder of any security interest filed with the Director of the Division of Motor Vehicles. Procedure for sale shall be that provided by the Township Abandoned Vehicle Ordinance.

Section 6. In the event any portion of this Ordinance is stricken by Court for any reason, the remaining provisions of this Ordinance shall remain valid and in force and effect, notwithstanding the stricken provision.

All Ordinances or parts of Ordinances of the Township of Shrewsbury in conflict or inconsistent with this Ordinance are hereby repealed, but only, however, to the extent of such conflict or inconsistencies; it being the legislative intent that all other Ordinances or parts of Ordinances now existing and in effect, unless the same be in conflict or inconsistent with any of the provisions of this Ordinance, shall remain in full force and effect.

The above Ordinance shall be effective upon publication in accordance with the law and subject to approvals, if necessary.

GLENWOOD PUHAK, Township Committeeperson introduced the aforesaid Ordinance and EDWARD NOLAN, Township Committeeperson Seconded said Ordinance for introduction.

ROLL CALL

Affirmative: PUHAK AND NOLAN

Negative: BAILLY

Abstain: NONE

Absent: NONE

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EDWARD NOLAN, Township Committeeperson, moved the aforesaid Ordinance for second reading for Public Hearing and upon closure of said Public Hearing moved for its final reading and adoption, seconded by GLENWOOD PUHAK, Township Committeeperson.

ROLL CALL

Affirmative: PUHAK AND NOLAN

Negative: BAILLY

Abstain: NONE

Absent: NONE

DATE INTRODUCED: October 10, 2017

DATE ADOPTED: November 13, 2017

EDWARD NOLAN, Mayor

ATTEST:

TERI GIERCYK, RMC
Township Clerk

PUBLIC PORTION:

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

Ayes – Mrs. Bailly, Mr. Puhak, and Mayor Nolan.

Mayor Nolan discussed correspondence that was from Nicole DiPersio received around 5:00 P.M. tonight. Mr. Anthony read on her suggestions.

Bill Spengemen 143 Belshaw: Questioned why it was just limited to boat trailers? Landscapers’ trailers are allowed.

Mr. Anthony: Not specified in this Ordinance. It will have to be looked into regarding storing boats at public works building, insurance issues and no enforcement.

Mr. Puhak: Do not want too many boats in town.

Mrs. Bailly: Wants 48-hour limit only.

No further public comment.

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

Ayes – Mrs. Bailly, Mr. Puhak, and Mayor Nolan.

RESOLUTIONS:

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COMMITTEEMEMBER NOLAN OFFERED THE FOLLOWING RESOLUTION AND MOVED ITS ADOPTION:

RESOLUTION #2017-117
ACCEPTANCE OF THE AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Township Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

- General Comments
- Recommendation
- Auditors Opinions

And

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the annual audit entitled:

- General Comments
- Recommendations
- Auditors' Opinions

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52-27BB-52 - "A local officer or member of a local governing body, who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provision of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

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NOW, THEREFORE, BE IT RESOLVED on this 13th day of November, 2017, that the Township Committee of the Township of Shrewsbury hereby states that it has complied with the regulation of the Local Finance Board of the State of New Jersey dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Seconded by Committee member BAILLY and adopted on roll call by the following vote:

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

Dated: November 13, 2017

ATTEST:

Teri Giercyk, RMC
Municipal Clerk

Edward Nolan
Mayor

I hereby certify the foregoing to be a true copy of the resolution adopted by the Shrewsbury Township Committee on November 13, 2017.

Teri Giercyk, RMC
Municipal Clerk

COMMITTEEMEMBER BAILLY OFFERED THE FOLLOWING RESOLUTION AND MOVED ITS ADOPTION:

RESOLUTION #2017-118
APPROVAL OF THE 2016 CORRECTIVE ACTION PLAN

WHEREAS, the 2016 Annual Audit of the Township of Shrewsbury, conducted by Fallon & Larsen, LLP., contained one recommendation requiring action; and

WHEREAS, that recommendation has been reviewed by the Township’s Chief Financial Officer; and

WHEREAS, the New Jersey Division of Local Government Services requires a corrective action plan be prepared by the Chief Financial Officer and approved by the Governing Body;

WHEREAS, the Chief Financial Officer, in accordance with the requirements promulgated by the New Jersey Division of Local Government Services, has developed a plan to address the recommendation listed by the auditor; and

WHEREAS, the approved Corrective Action Plan must be submitted to the New Jersey Division of Local Government Services within 60 days from the date the audit is received by the Governing Body;

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the

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Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Corrective Action Plan for the 2016 Annual Audit, hereto attached, is hereby approved and accepted; and

BE IT FURTHER RESOLVED, that the Municipal Clerk is hereby directed to transmit a certified copy of this resolution and its attachments to the New Jersey Division of Local Government Services.

Responsibility: Former Chief Municipal Finance Officer

Finding 2016-1:

During the audit of the Township’s general ledgers of the various funds, it was noted that the Township did not maintain a proper general ledger in accordance with N.J.A.C. 5:30-5.7.

Recommendation:

The Township maintains proper general ledgers and subsidiary ledgers for the various funds of the Township.

Explanation and Corrective Action:

The Former Chief Municipal Finance Officer failed to properly post and record the general ledger and improvement authorizations. Those mistakes go back at least seven years. The current Chief Municipal Finance Officer/Administrator is employed 10 hours per week for all duties and could not trace back the seven years to correct the general ledgers. The Township has hired outside accounting services to research and correct the general ledgers to resolve this finding.

Implementation: December 31, 2018

Seconded by Committeemember NOLAN and adopted on roll call by the following vote:

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

Dated: November 13, 2017

ATTEST:

Teri Giercyk, RMC, CMR
Municipal Clerk

Edward Nolan,
Mayor

I hereby certify the foregoing to be a true copy of the resolution adopted by the Shrewsbury Township Committee at a Special Meeting held on November 13, 2017.

Teri Giercyk, RMC
Municipal Clerk

COMMITTEEMEMBER BAILLY OFFERED THE FOLLOWING RESOLUTION AND MOVED ITS ADOPTION:

RESOLUTION #2017-119
AUTHORIZING THE TRANSFER OF 2017 APPROPRIATIONS

WHEREAS, Title 40A:4-58 provides that should it become necessary during the last two months of the fiscal year to expend for any of the purposes specified in the budget an amount in excess of any respective sums appropriated therefore and there shall be an excess in any appropriation over and above the amount deemed to be necessary to fulfill the purpose of such appropriation, the Governing Body may

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by resolution setting forth the facts adopted by not less than 2/3 vote of the full membership thereof, transfer the amount of such excess of those appropriations deemed to be insufficient; and

WHEREAS, the Governing Body further finds and declares that the Chief Municipal Finance Officer has determined that the following transfers are both necessary and appropriate; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth that the Chief Municipal Finance Officer is hereby authorized to make the following transfers in the CY 2017 Budget.

CURRENT FUND

<u>Account</u>	<u>From</u>	<u>To</u>	
7-01-20-120-010 Municipal Clerk S/W	\$ 1,772.00		
		7-01-31-455-000 TRWRA O/E	\$
		1,772.00	
7-01-26-290-010 Streets & Roads S/W	\$ 400.00		
		7-01-28-370-100 Senior Citizens SCAT O/E	\$
400.00			
7-01-26-290-010 Streets & Roads S/W	\$ 315.70		
		7-01-25-265-020 Fire-O/E Hydrants	\$
315.70			
7-0123-210-020 Liability Insurance O/E	\$ 146.28		
		7-01-23-220-000 Employee Group Health Ins.	\$
	146.28		
<u>Total</u>	<u>\$1,918.28</u>		<u>\$1,918.28</u>

Seconded by Committee member NOLAN and adopted on roll call by the following vote:

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

Dated: November 13, 2017

ATTEST:

Teri Giercyk, RMC
Municipal Clerk

Edward Nolan,
Mayor

I hereby certify the foregoing to be a true copy of the resolution adopted by the Shrewsbury Township Committee on November 13, 2017.

Teri Giercyk, RMC
Municipal Clerk

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COMMITTEEMEMBER BAILLY OFFERED THE FOLLOWING RESOLUTION AND MOVED ITS ADOPTION:

RESOLUTION #2017-120

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 14 through 16, 2017; 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.

Seconded by Committee member NOLAN and adopted on roll call by the following vote:

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

ATTEST:

Teri Giercyk, RMC
Municipal Clerk

Edward Nolan,
Mayor

I hereby certify the foregoing to be a true copy of the resolution adopted by the Shrewsbury Township Committee on November 13, 2017.

Teri Giercyk, RMC
Municipal Clerk

COMMITTEEMEMBER PUHAK OFFERED THE FOLLOWING RESOLUTION AND MOVED ITS ADOPTION:

RESOLUTION #2017-121

PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of \$ 113,397.00 .

Seconded by Committeemember NOLAN and adopted on roll call by the following vote:

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Name	Motion	Second	Ayes	Nays	Abstain	Absent
Bailly			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 13, 2017.

Teri Giercyk, RMC
Municipal Clerk

Edward P. Nolan
Mayor

PUBLIC PORTION:

– Do I hear a motion to open the meeting to the public? Moved by Mrs. Bailly, seconded by Mayor Nolan.

Ayes – Mrs. Bailly, Mr. Puhak, and Mayor Nolan.

Ruth Carl 28 Barker Avenue: Inquired about Monmouth County Improvement Authority Meetings, referred to bulletin board with flyer of information.

No further public comment.

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

Ayes – Mrs. Bailly, Mr. Puhak, and Mayor Nolan.

DATE OF NEXT MEETING: November 28, 2017 at 7:00 PM.

ADJOURNMENT

– Do I hear a motion to adjourn the meeting? Moved by Mr. Puhak, seconded by Mrs. Bailly. Ayes – Mrs. Bailly, Mr. Puhak, and Mayor Nolan.

Seconded by Committeemember PUHAK and adopted on roll call by the following vote:

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

November 28, 2017
Respectfully submitted,

Teri Giercyk, RMC
Municipal Clerk

Approved: _____
Teri Giercyk, RMC

Date