



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

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

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

June 15, 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 April 17, 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 – May 18, 2021

Moved by Mayor Puhak, seconded by Deputy Mayor Jennings
Ms. Lettice, Mr. Jennings and Mayor Puhak

CORRESPONDENCE –

Letter received from AVMA regarding items of concern throughout the Township.
Letter received from Ruth Carll regarding concerns throughout the Township.

REPORTS -

FINANCE – NONE

HOUSING INSPECTOR/CODE ENFORCEMENT: NONE

RECREATION: NONE

UTILITIES: NONE

MUNICIPAL ATTORNEY: Attorney – Gene Anthony stated the recycling contract was up the end of the month and it will be handled in house. The Township will save money. He stated he would send a letter to the contractor. He stated Mr. Wall called him regarding the garbage contract being up but it isn't, it's only for Township and public works garage. As far as first aide, he spoke to the Administrator to the Borough of Shrewsbury and he said there were not enough people to have a shared service agreement. His biggest complaint was that the State Police was not present when they do come. He stated he sent a letter to Ron Ness in Tinton Falls and JFK University regarding first aide services.

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

PUBLIC WORKS REPORT

June 1, 2021

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

Got Dogwood tree Donated and planted in Honor of Mayor Ed Nolan who passed away. Planted new trees along Crawford St. Took out old dead bushes at main building and put new trees in. Cleaned up paper road of the brush. Picked up new storm water casting and grates. Removed old storm water grates and broken block and replaced with new block and grates. Watered new trees. Meet with playground equipment companies for estimates. Started to build new cardboard shed. Set up for voting. Also got paving prices for the parking where there was a watermain break.

Submitted by Kenneth Wall, Public Works Department

SAFETY AND NEIGHBORHOOD WATCH: NONE

ORDINANCE(S)

2021-04 – BOND ORDINANCE PROVIDING FOR THE IMPROVEMENTS TO WATER INFRASTRUCTURE FOR THE DPW AND APPROPRIATING \$88,000.00 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$83,600.00 BONDS AND NOTES TO FINANCE A PORTION OF THE COSTS THEREOF, AUTHORIZED IN AND BY THE TOWNSHIP OF SHREWSBURY, IN THE COUNTY OF MONMOUTH, NEW JERSEY. FINAL READING

Committeewoman Lettice offered a motion to open the hearing for Ordinance 2021-04, moved and seconded by Deputy Mayor Jennings. All were in favor.

There were no comments.

Committeewoman Lettice offered a motion to close the hearing, moved and seconded by Deputy Mayor Jennings. All were in favor.

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

2021-05- BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO BARKER AVENUE AND APPROPRIATING \$180,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$70,000 BONDS AND NOTES TO FINANCE A PORTION OF THE COSTS THEREOF, AUTHORIZED IN AND BY THE TOWNSHIP OF SHREWSBURY, IN THE COUNTY OF MONMOUTH, NEW JERSEY FINAL READING

Committeewoman Lettice offered a motion to open the hearing for Ordinance 2021-05, moved and seconded by Deputy Mayor Jennings.

Robin Kane 84 Belshaw Avenue questioned what would they be doing with Barker Avenue.

Bill White, Township Engineer, stated they could do speed bumps.

Committeewoman Lettice offered a motion to close the hearing, moved and seconded by Deputy Mayor Jennings.

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

2021-06- CAPITAL ORDINANCE PROVIDING FOR THE IMPROVEMENTS TO PARK, AND APPROPRIATING \$230,000 THEREFOR, AUTHORIZED IN AND BY THE TOWNSHIP OF SHREWSBURY, IN THE COUNTY OF MONMOUTH, NEW JERSEY. FINAL READING

Mayor Puhak offered a motion to open the hearing for Ordinance 2021-06, moved and seconded by Deputy Mayor Jennings. All were in favor.

There were no comments.

Committeewoman Lettice offered a motion to close the hearing, moved and seconded by Deputy Mayor Jennings. All were in favor.

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

RESOLUTIONS –

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-68

AUTHORIZE A PROFESSIONAL SERVICES CONTRACT TO COLLIERS ENGINEERING DESIGN, INC TO PREPARE AND SUBMIT A 2022 NJDOT STATE MUNICIPAL AID GRANT APPLICATION FOR BELSHAW AVENUE IMPROVEMENTS PROJECT

WHEREAS, the Township of Shrewsbury wishes to apply for the 2022 NJDOT State Municipal Aid Grant for the Belshaw Avenue Improvements Project; and,

WHEREAS, the Township Committee of the Township of Shrewsbury formally approves the grant application for the above stated project; and,

WHEREAS, the Mayor and Clerk and Colliers Engineering & Design are hereby authorized to submit an electronic grant application identified as MA-2022 Belshaw Avenue Improvements-00323 to the New Jersey Department of Transportation on behalf of the Township of Shrewsbury; and,

WHEREAS, Collier Engineering has submitted the attached proposal in the amount of \$3,535.00 and,

WHEREAS, the Chief Municipal Finance Officer hereby certifies that funds shall be available and recommends the attached proposal from Collier Engineering Design, Inc. for engineering services to submit a 2022 NJDOT State Municipal Aid Grant Application for Belshaw Avenue improvements project; and,

BE IT RESOLVED, that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Shrewsbury and that their signature constitutes acceptance of the terms and conditions of the grant agreement.

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

Township of Shrewsbury

Resolution #2021-69

**AUTHORIZE PURCHASE OF PLAYGROUND EQUIPMENT AND SERVICES
FROM BEN SHAFFER RECREATION, INC**

WHEREAS, the Township Committee wishes to authorize the purchase of playground equipment and services for Eloise Nagel Park and utilizing payment through the Monmouth County Open Space Grant and matching funds from the Township of Shrewsbury; and,

WHEREAS, the purchase of goods and services by local contracting units is authorized by the Local Public Contracts Laws, N.J.S. 40A:11-12; and,

WHEREAS, the Township of Shrewsbury, is authorized pursuant to N.J.S.A. 52:34-6.2(b)(3) to use procurement methods by entering into a nationally or state recognized cooperative agreement; and;

WHEREAS, Educational Services Commission of New Jersey State approved Co-op Purchasing Program is a recognized purchasing cooperative (#65MCESCCPS) and has awarded Contract No. ESCNJ 20/21-22 to Ben Shaffer Recreation, Inc. for this item; and,

WHEREAS, Ken Wall, Public Works Employee and the Thomas X. Seaman, Chief Financial Officer recommends the utilization of this contract on the grounds that the price reflects a substantial savings; and,

WHEREAS, the amount of the purchase of this item shall not exceed \$154,064.48 for equipment and services to Eloise Nagel Park; and,

WHEREAS, funds for this purpose are available from the Monmouth County Open Space Grant and in Ordinance No. 21-06, and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township of Neptune Committee of the Township of Shrewsbury that the purchase of playground equipment and services for Eloise Nagel Park, Inc. be and is hereby authorized through Ben Shaffer Recreation, Inc. an approved vendor through the Educational Services Commission of New Jersey State approved Co-op Purchasing Program – Contract No. ESCNJ 20/21-22, at an amount not to exceed \$154,064.48; and,

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

Township of Shrewsbury

Resolution #2021-70

**AUTHORIZE RENEWAL OF LIQUOR LICENSE FOR
THE 2021-2022 LICENSING YEAR**

WHEREAS, Jaibhagwan, LLC t/a Shrewsbury Mini Mart Deli & Liquor has completed the on-line Alcoholic Beverage Control renewal application, paid the required state and local fees and has been issued a New Jersey Sales Tax Clearance Certificate by the State Division of Taxation; and,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Shrewsbury hereby authorizes the renewal of the Plenary Retail Distribution **License** #1346-44-001-010 as stated herein to Jaibhagwan, LLC t/a Shrewsbury Mini Mart Deli & Liquor located at 74 Crawford Street for the period of July 1, 2021 to June 30, 2022; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the New Jersey Division of ABC and the applicant.

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

Township of Shrewsbury

Resolution #2021-71

ACCEPT THE RESGNATION OF TOWNSHIP EMPLOYEE

WHEREAS, the Township Committee wishes to accept the resignation of Michael Parson; and

WHEREAS, Michael Parson verbally resigned from his position as a public works employee of the Township of Shrewsbury and declined to put his resignation in writing effective April 12, 2021; and

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

Township of Shrewsbury

Resolution #2021-72

AUTHORIZE PAYMENT OF BILLS

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the ,Bills in the amount of **\$ 143,728.46 .**

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

Township of Shrewsbury

Resolution #2021-73

**AUTHORIZE THE EMPLOYMENT OF A PART-TIME EMPLOYEE
IN THE PUBLIC WORKS DEPARTMENT**

WHEREAS, a vacancy exists with regards to the Public Works Department that needs to be filled in accordance with the Personnel Policy and Procedures Manual and Employee Handbook; and

WHEREAS, in accordance with Section 4.30, entitled, "Employment Procedure" of the Personnel Handbook, the vacant position was advertised; applications were received; interviews were undertaken by Ken Wall. All applications for employment were accepted and treated objectively and equally in accordance to laws and guidelines issued by the New Jersey Division on Civil Rights and the U.S. Equal Opportunity Commission; and

WHEREAS, after review of the applications and interviews, applications were submitted to the Township Committee and it is recommended that an offer of employment be made to Keontae Wiggins at a salary in accordance with the Municipal Budget, and if accepted, this Resolution shall serve as an appointment to the position of Part-Time Public Works Employee, subject to a physical examination and background check and satisfactory review of the same pursuant to 4.30 of the Personnel Manual; and

WHEREAS, funds will be made available in the 2021 Municipal Budget and the Chief Financial Officer has so certified in writing; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Township Committee hereby authorizes a job offer,

and if accepted, appoints for hiring as a Part-Time Public Works Employee, Keontae Wiggins; subject to an appropriate medical examination and satisfactory results from said medical examination per the Personnel Manual and subject to a background check, which is satisfactory to the Township Committee and further criteria as set forth in 4.30 of the Personnel Manual, and subject to a probationary period of ninety (90) days commencing the date of acceptance of this job offer, after which the salary will be revisited subject to the procedures for processing successful applicants per the Personnel Manual.

BE IT FURTHER RESOLVED, that said employee shall not work no more than 28 hours a week unless authorized and is not subject to medical benefits and shall not receive the benefits of a full-time employee.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-74

AUTHORIZE A PROFESSIONAL SERVICES CONTRACT TO COLLIERS ENGINEERING & DESIGN, INC TO PREPARE AND SUBMIT A GRANT APPLICATION TO NJDEP GREEN ACRES PROGRAM LOCAL ASSISTANCE

WHEREAS, the Township of Shrewsbury wishes to apply for a grant to the NJDEP Green Acres Program Local Government Assistance for the proposed project located at Eloise Nagel Park; and,

WHEREAS, the Township Committee of the Township of Shrewsbury formally approves the grant application for the above stated project; and,

WHEREAS, Colliers Engineering & Design is hereby authorized to prepare and submit an application for the NJDEP Green Acres Program Local Government Assistance Grant; and,

WHEREAS, the Township of Shrewsbury is eligible for a 25% matching grant, with the balance of 2% interest loan, payable over 20 years, subject to available funding, per Exhibit A; and,

WHEREAS, Collier Engineering has submitted the attached proposal in the amount of \$4,500.00 and,

WHEREAS, the approval will be granted upon the Chief Municipal Finance Officer's certification of the availability of funds for Collier Engineering & Design to prepare and submit the application for a grant to the NJDEP Green Acres Program Local Government Assistance; and,

BE IT RESOLVED, that the Mayor and Clerk is hereby authorized to sign the grant agreement and professional contract of Collier Engineering, & Design on behalf of the Township of Shrewsbury and that their signature constitutes acceptance of the terms and conditions of the grant agreement.

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

NEW BUSINESS –

Bill White, Engineer – Colliers Engineering– Present for Discussion of Projects

Mr. White stated he spoke to Mr. Wall regarding pavement. He stated the standard procedure is to wait a few months to let it settle.

Mrs. Lettice stated some of the telephone poles were out of shape and discussed the cost to replace them.

Mr. White stated they have to get to JCP&L and try to flip to them. He requested a list of concerned poles.

Ms. Lettice questioned whether he's looked into solar.

Mr. White stated he's concerned there's a lot of wires. He hoped to have the poles changed out and the Township would have to upfront the cost.

Mayor Puhak stated that Mr. Wall, Mr. Anthony and himself would be meeting with NJAWC tomorrow regarding buying the water system.

Mr. Anthony questioned what would be done tomorrow.

Mr. White stated normally you have to go to a referendum for something like this but it can be cut down if we show it's an emergency and you cannot afford to take care of it anymore.

Mr. Anthony stated it's to get them on board correct.

Mr. White stated they would assist the Township with the process.

OLD BUSINESS –

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

Robin Kane 84 Belshaw thanked the Township for the speed bump. She also questioned how long Michael Parson was an employee in the Public Works Department.

Mrs. Lettice stated two weeks.

Mrs. Kane questioned the reason for his leaving.

Mr. Anthony responded.

Mrs. Kane asked if anyone found out why RWJ did not go into the home of the young lady who passed away.

Mr. Anthony stated apparently there was a difference in the stage of the call. They were looking for a certain level of care.

Mrs. Kane stated you would think RWJ would have a difibullator. They did CPR for 45 minutes. She also questioned when was the recycling contract up.

Mr. Anthony stated at the end of this month.

Mrs. Kane questioned what type of trees were planted on Crawford.

Mr. Wall stated they were cherry trees.

Mrs. Kane questioned what should she do if she saw someone dumping illegally.

Mr. Wall suggested she call the State Police and they would handle it.

Mrs. Kane stated at the last meeting she wrote to Senator Gopal, Assemblyman Houghtaling and Assemblywoman Downey. She questioned whether anyone has written to them requesting money.

Mr. Anthony stated that's why they spoke to them and they would have to do it through legislation.

Anna Barton 476 Crawford Street, discussed the junk mail bin and questioned why it was removed and whether it will be replaced.

Katrina Thornton stated it could go in the blue recycling bins.

Mr. Anthony stated the contractors were not consistent in picking up recyclables.

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

DATE OF NEXT MEETING – Regular Township Committee Meeting – July 20 , 2021 at 6pm

ADJOURNMENT

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

Ms. Lettice, Deputy Mayor Jennings and Mayor Glenwood Puhak.

July 20,, 2021
Respectfully submitted,

Pamela Howard, RMC,CMR
Municipal Clerk

