

**REGULAR MEETING MINUTES**



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

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

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

**Shrewsbury Township Committee  
SEPTEMBER 10, 2019  
REGULAR MEETING – 7PM  
MINUTES**

**CALL MEETING TO ORDER** by Mayor Edward Nolan at 7:00 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 January 8, 2019, in addition to posting on the bulletin board in the Municipal Building on January 8, 2019 by the Municipal Clerk.

**ROLL CALL:**

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

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

**MEMBERS OF THE PUBLIC WERE IN ATTENDANCE**

**SALUTE TO THE FLAG**

**APPROVAL OF MINUTES:**

Regular Meeting Minutes – August 13, 2019

**Moved by Mayor Nolan, seconded by Mr. Puhak.  
Ayes – Mr. Jennings, Mr. Puhak and Mayor Nolan.**

**CORRESPONDENCE**

- 1. KEY ACTIVITY REPORT – July 2019**
- 2. NJDEP NEWS RELEASE**

**Moved by Mayor Nolan, seconded by Mr. Jennings.  
Ayes – Mr. Jennings, Mr. Puhak and Mayor Nolan.**

**REPORTS:**

**FINANCE: NONE**

**RECREATION REPORT: NONE**

**MUNICIPAL ATTORNEY REPORT:** Mr. Anthony stated he sent an email to Tinton Falls EMS North asking the individual that Pam had gotten him a name of asking him to contact him regarding filling in for our ambulance services from 6pm to 6am. He hasn't gotten back to him yet. He stated he also spoke to a Lieutenant in the State Police in regards to an incident where an ambulance did not show up and they took the individual to the hospital and they do not want to do that. He asked how often it happens and they said it was the first time that it happened this year. It's something that will have to be addressed. He's asked other municipalities for assistance but no one is willing to help even for pay. He stated he would continue to try and get

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help. He also informed the Lieutenant of the upcoming construction at the corner of Barker and Crawford. Mr. Anthony stated his concern was that they have not had construction of that sort in years and he's concerned with safety and traffic control. The Lieutenant gave him a name and phone number of the traffic officer in the police barracks and they will do what any police department will do for a price and all safety issues will be addressed. He will have a letter going on out to Alfred Val basically asking when they will start this construction so that the Construction Officer will be there and to secure assistance from the State Police. He went on to state that on tonight's agenda there is a resolution to appoint a Red Bank Judge. We have a shared services with Red Bank the term and agreement is not at the same time. There is a lapse in one year. He also stated that Jeffrey Foster the Supervisor of Public works has submitted a letter of resignation and we will have to discuss it in executive session because we only have a part-time employee tonight.

### **HOUSING INSPECTOR/CODE ENFORCEMENT: NONE**

**PUBLIC WORKS:** Submitted by Mr. Foster, read over by Mr. Puhak.

DPW REPORT 9/10/19

1 Added a handicap spot 105 Crawford St.

2 Cleaned gutters a Townhall

3 Sewer drain clogged at DPW would like to thank Steve and Harold for coming over and using their router to clean it out

4 Cleaned all drain tops 9/9

5 Cleaned town hall drains

Jeffrey Foster CPWM  
Shrewsbury Twp Supervisor Public Works

### **SAFETY & NEIGHBORHOOD WATCH: NONE**

**ORDINANCE(S) - NONE**

### **RESOLUTIONS**

TOWNSHIP OF SHREWSBURY

RESOLUTION #2019-86

#### **RESOLUTION AUTHORIZING REMOVAL OF RESIDENT HANDICAPPED PARKING AT 77 BARKER AVENUE**

**WHEREAS**, the Township Committee adopted an Ordinance relating to establishment of restricted parking spaces for handicapped persons in all parking facilities under the jurisdiction of the Township of Shrewsbury and with regard to public streets and parking lots and the enforcement thereof as amended by Ordinance 2019-06; and

**WHEREAS**, the aforesaid Ordinance allows approval or denial, admission or deletion of parking spaces based on the recommendation of the Township Clerk and approval by the Township Committee by Resolution; and

**WHEREAS**, it has been recommended by the Clerk that a prior residential handicapped parking space for 77 Barker Avenue be deleted, since the resident no longer resides at the subject property.

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey hereby authorizes the deletion and removal of the resident handicapped parking spot located for and in front of 77 Barker Avenue, and further authorizes the Public Works Department to remove all signage and markings related to the prior handicapped parking designation.

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Name	Motion	Second	Ayes	Nays	Abstain	Absent
Jennings		<b>X</b>	<b>X</b>			
Puhak			<b>X</b>			
Nolan	<b>X</b>		<b>X</b>			

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on September 10, 2019.

\_\_\_\_\_  
 Pamela Howard, RMC, CMR  
 Municipal Clerk

\_\_\_\_\_  
 Edward P. Nolan  
 Mayor

TOWNSHIP OF SHREWSBURY

RESOLUTION #2019-87

**RESOLUTION AWARDING BID CONTRACT FOR DATA COLLECTION  
 AND VERIFICATION SERVICES FOR THE TOWNSHIP OF SHREWSBURY**

**WHEREAS**, proposals for Data Collection and Verification Services for the Township of Shrewsbury were received and opened by the Municipal Clerk; and

**WHEREAS**, the Township of Shrewsbury has received a proposal from Realty Data, Systems, LLC, a true copy of which is attached hereto and made a part hereof as Exhibit "A" and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds are available as set forth in the appropriation entitled Assessor OE 9-01-20-150-020 by the Chief Financial Officer's Certification for a contract price not to exceed \$2,370 per year, or \$11,850 over five years as represented in Exhibit "A" beginning April 1, 2019-December 31, 2023; and,

**WHEREAS**, Realty Data Systems, LLC has submitted the lowest and only bid in the form of a base bid price of \$11,850 along with other expenses set forth more fully in the proposal and above, which may or may not arise.

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey hereby authorizes the contract for Data Collection and Verification Services in accordance with the Assessment Demonstration Program for the Township of Shrewsbury as set forth more fully in the attached proposal (Exhibit A) with Realty Data Systems, LLC located at 2 Majestic Avenue, Suite 2, Lincroft NJ 07738, at a base price \$11,850, and per the Chief Financial Officer's Certification.

**BE IT FURTHER RESOLVED**, that the Mayor and Township Committee authorize this contract subject to the contractor following the specifications submitted to the contractor by the Municipal Clerk.

**BE IT FURTHER RESOLVED**, that the Mayor and Township Committee of the Township of Shrewsbury hereby authorize the Mayor to execute the proposed contract after review and approval by the law office of Gene J. Anthony, Esq., Attorney for the Township of Shrewsbury, with Realty Data Systems, LLC.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk for the Township of Shrewsbury is hereby authorized and directed to return certified checks or bid bonds of all of the unsuccessful bidders, if any, upon execution of the contract with Realty Data Systems.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Jennings	<b>X</b>		<b>X</b>			
Puhak			<b>X</b>			
Nolan		<b>X</b>	<b>X</b>			

**REGULAR MEETING MINUTES**

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on September 10, 2019.

\_\_\_\_\_  
Pamela Howard, RMC, CMR  
Municipal Clerk

\_\_\_\_\_  
Edward P. Nolan  
Mayor

TOWNSHIP OF SHREWSBURY

RESOLUTION #2019- 88

AUTHORIZE ADDITIONAL APPROPRIATION TO MASER ENGINEERING FOR PROFESSIONAL ENGINEERING AND CONSTRUCTION OBSERVATION SERVICES FOR ROADWAY IMPROVMENTS TO CRAWFORD STREET

**WHEREAS**, on July 16, 2019, the Township Committee adopted Resolution #19-77, which authorized payment to Maser Engineering for professional engineering and construction observation services for roadway improvements to Crawford Street; and,

**WHEREAS**, the total cost of services was \$61,500 but the Township Committee authorized payment of \$30,000; and,

**WHEREAS**, the Township Committee now recommends payment of the remaining balance in the amount of \$31,500; and,

**WHEREAS**, funds will be provided in the 2019 Municipal budget in the appropriation entitled Capital Ordinance 2019-07 (C04-55-218-002) and the Chief Financial Officer has so certified in writing,

**THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury, the County of Monmouth, State of New Jersey, hereby authorizes payment of the remaining balance for professional engineering services and construction observation services for roadway improvements to Crawford Street in the amount of \$31,500, funded by Capital Ordinance 2019-07 (C04-55-218-002)

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 Meeting held on September 10, 2019.

\_\_\_\_\_  
Pamela D. Howard, RMC,CMR  
Municipal Clerk

\_\_\_\_\_  
Edward Nolan  
Mayor

TOWNSHIP OF SHREWSBURY

RESOLUTION #2019-89

ACCEPT THE RESIGNATION OF JEFFREY W. FOSTER  
AS PUBLIC WORKS SUPERVISOR

**WHEREAS**, Jeffrey Foster, has held the position of Supervisor of Public Works in Shrewsbury Township for a number of years; and

**WHEREAS**, on September 5, 2019, Mr. Foster submitted his letter of resignation effective September 18, 2019.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey that the Township Committee hereby accepts the resignation of Jeffrey W. Foster as a Public Works employee of Shrewsbury Township effective September 18, 2019.

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

**REGULAR MEETING MINUTES**

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on September 10, 2019.

\_\_\_\_\_  
 Pamela D. Howard, RMC, CMR  
 Municipal Clerk

\_\_\_\_\_  
 Edward P. Nolan  
 Mayor

TOWNSHIP OF SHREWSBURY

RESOLUTION # 2019-90

RESOLUTION APPOINTING THE HONORABLE FRANK LAROCCA, J.M.C.  
 AS MUNICIPAL COURT JUDGE FOR SHREWSBURY TOWNSHIP

**WHEREAS**, the Township of Shrewsbury entered into a Shared Service Agreement with the Borough of Red Bank with regard to shared services of the Borough of Red Bank’s Municipal Court; and

**WHEREAS**, the Shared Service Agreement states that all Municipal Court personnel shall be appointed by Borough of Red Bank; and

**WHEREAS**, as a result of the aforesaid Shared Service Agreement between Shrewsbury Township and Borough of Red Bank, the Monmouth County Assignment Judge, the Honorable Lisa P. Thornton, has requested that Shrewsbury Township appoint a Municipal Court Judge to a fulfill the requirements of New Jersey State Statutes concerning municipal courts, and represent the interests of Shrewsbury Township; and

**WHEREAS**, the Honorable Frank LaRocca, J.M.C., is presently the Municipal Court Judge for the Borough of Red Bank through December 31, 2019; and

**WHEREAS**, it is in the best interest of the citizens of Shrewsbury Township and for purposes of continuity in the Red Bank Municipal Court to appoint the same Judge presently representing the Borough of Red Bank; and

**WHEREAS**, this appointment assumes no liability for actions and/or events that may occur in the performance of the Borough of Red Bank Municipal Court Judge’s official duties,

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey hereby authorizes the appointment of the Hon. Frank LaRocca as Municipal Court Judge per the Shared Service Agreement between the Borough of Red Bank and Shrewsbury Township to run concurrent with his term of appointment in Red Bank through December 31, 2019.

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 Meeting held on September 10, 2019.

\_\_\_\_\_  
 Pamela Howard, RMC, CMR  
 Municipal Clerk

\_\_\_\_\_  
 Edward P. Nolan  
 Mayor

**REGULAR MEETING MINUTES**

Township of Shrewsbury

Resolution #2019-91

**A RESOLUTION AUTHORIZING PAYMENT OF BILLS**

The Township Committee of the Township of Shrewsbury hereby authorizes payment of the Bills in the amount of **\$88,039.84**.

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
<b>Jennings</b>		<b>X</b>	<b>X</b>			
<b>Puhak</b>	<b>X</b>		<b>X</b>			
<b>Nolan</b>			<b>X</b>			

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Pamela Howard, RMC,CMR  
Municipal Clerk

\_\_\_\_\_  
Edward P. Nolan  
Mayor

**NEW BUSINESS –NONE**

**OLD BUSINESS –NONE**

**PUBLIC PORTION –**

**Do I hear a motion to open the meeting to the public? Moved by Deputy Mayor Puhak seconded by Mr. Jennings.**

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

Donna Johnson 6 Barker Avenue questioned whether anything has been done as far as the dump area.

Mayor Nolan stated she spoke to the owners of the property and they are not responding and it has to go through code enforcement.

Mr. Anthony stated code enforcement would have to issue a summons and it would be held in municipal court in Red Bank.

Ms. Johnson stated the area near the store is a mess, it’s a jungle and it’s a problem.

Mr. Anthony asked Mayor Nolan to remind the code enforcer and he would also try and contact him.

Ms. Johnson also stated the drainage from the store has her shed sinking. She also stated good luck on getting information on the homes being lifted because they do not have any answers.

Mr. Anthony stated he would send a letter out and they need to know when they are going to do the lift of the homes. They need to know for public safety reasons and when he finds out he will let her know as well.

Ms. Johnson stated the light was finally taken care of by her home but stated she did not know why the flagpole light was so bright.

Mayor Nolan stated they were LED lights and he did not know why they put LED lights in there because he would not have.

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Mr. Anthony suggested the Mayor speak with the Public Work’s Department and ask for a regular light bulb.

Bill Spengeman, 143 Belshaw stated at the far end of the basketball courts the electrical outlet box does not work and needs to be repaired.

Mr. Anthony suggested Mayor Nolan having an electrician look at it.

Mr. Anthony had Linda from the apartments come forward and he informed her that he received her correspondence regarding reimbursement for garbage pick-up for the apartments. He stated the Municipal Service Act does not apply to this municipality because we do not pick up garbage for the residents. He stated he would send a letter to her regarding this.

**Moved by Mayor Nolan to close the public portion, seconded by Mr. Puhak. Ayes – Jennings, Mr. Puhak and Mayor Nolan.**

**EXECUTIVE SESSION**

TOWNSHIP OF SHREWSBURY

RESOLUTION # 2019- 92

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 Public Works Department as a result of the letter of resignation of Jeffrey W. Foster on September 5, 2019.

**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 of the Public Works Department, as a result of the resignation of Jeffrey W. Foster, which is effective on September 18, 2019.

**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
Jennings		X	X			
Puhak			X			
Nolan	X		X			

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\_\_\_\_\_  
Pamela D. Howard, RMC,CMR  
Municipal Clerk

\_\_\_\_\_  
Edward Nolan  
Mayor

**Moved by Mayor Nolan to return to open session, seconded by Mr. Jennings. Ayes – Jennings, Mr. Puhak and Mayor Nolan.**

**REGULAR MEETING MINUTES**

**DATE OF NEXT MEETING – Regular Meeting, September 24, 2019 at 7:00pm**

**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.**

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
<b>Jennings</b>		<b>X</b>	<b>X</b>			
<b>Puhak</b>			<b>X</b>			
<b>Nolan</b>	<b>X</b>		<b>X</b>			

September 24, 2019

Respectfully Submitted,

Pamela Howard, RMC, CMR  
Municipal Clerk

Approved: \_\_\_\_\_  
Pamela D. Howard, RMC

\_\_\_\_\_  
Date