

REGULAR MEETING AGENDA



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

January 01, 2020

REGULAR MEETING - 2:00 PM

MINUTES

CALL MEETING TO ORDER by Pamela Howard at 2pm.

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 December 1, 2017, in addition to posting on the bulletin board in the Municipal Building on December 5, 2017 by the Municipal Clerk.

FLAG SALUTE

ADMINISTRATION OF OATH OF OFFICE

Mr. Glenwood Puhak,

Pamela Howard – At this time, I would like to ask Mr. Glenwood Puhak, Committeeman, to take his place in front of the dais. Standing with him was Judy Anthony.

Assemblyman Houghtaling administered the oath.

MEMBERS QUALIFIED TO SERVE

Edward Nolan Glenwood Puhak Lester Jennings

ROLL CALL:

GOVERNING BODY MEMBERS PRESENT: Committee members Lester J. Jennings, Glenwood J. Puhak, and Edward P. Nolan

TOWNSHIP OFFICIALS PRESENT: Municipal Clerk Pamela Howard.

MEMBERS OF THE PUBLIC WERE IN ATTENDANCE

SALUTE TO THE FLAG

WELCOME OFFICIALS – Assemblyman Houghtaling

RESOLUTIONS:

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Township of Shrewsbury

Resolution #2020-1

Elect Mayor

BE IT RESOLVED that Mayor Nolan is designated Mayor of Shrewsbury Township for the year 2020.

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

Township of Shrewsbury

Resolution #2020-2

Elect Deputy Mayor

BE IT RESOLVED that Glenwood Puhak is designated Deputy Mayor of Shrewsbury Township for the year 2020.

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

Township of Shrewsbury

Resolution #2020-3

Appoint Township Attorney

WHEREAS, there exists a need for the services of a Township Attorney for the Township of Shrewsbury for a one year term beginning January 1, 2020, ending December 31, 2020; and

WHEREAS, the Township of Shrewsbury has solicited such professional services through a fair and open process as provided for and defined in accordance with N.J.S.A. 19:44A-20.4, et seq., subject to the provisions of the Local Public Contracts Law as set forth in N.J.S.A. 40A: II-1, et seq., regarding professional services; and

WHEREAS, the Township CMFO has certified that funds are available in the 2020 temporary budget.

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

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1. The firm of Gene J. Anthony Esq., Eatontown, NJ is hereby designated as Township Attorney for the Township of Shrewsbury beginning January 1, 2020 and ending December 31, 2020.
2. The Mayor and Clerk are hereby authorized to execute a contract according to law and in accordance with this resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. That the Township shall fund said award through its 2020 budget, Legal services O/E in the amount of \$37,229.39 per annum. No amount of any contract shall be chargeable until certification of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey.
4. This appointment is made in accordance with the Local Public Contracts Law, and the fair and open process as provided by NJSA 40A:11 et.seq.
5. A Notice of this appointment shall be advertised in an official newspaper of the Township of Shrewsbury as required by law.
6. That upon the adoption of the within resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township CFO.

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

Township of Shrewsbury

Resolution #2020-4

Appointment of Township Auditor

WHEREAS, there exists a need for the services of a Township Auditor for the Township of Shrewsbury to conduct an audit of the Township financial records for the year ending December 31, 2019 and to serve as the Township General Auditor for the calendar year 2020 in accordance with the Township Ordinance and the laws and regulations of the State of New Jersey regarding same; and

WHEREAS, the Township of Shrewsbury has solicited such professional services through a fair and open process as provided for and defined in accordance with N.J.S.A. 19:44A-20.4, et seq., subject to the provisions of the Local Public Contracts Law as set forth in N.J.S.A. 40A:11-1, et seq., regarding professional services; and

WHEREAS, the Township CMFO has certified that funds are available in the 2020 temporary budget.

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

1. The firm of Fallon & Company, Hazlet, NJ is hereby designated as Township Auditor for the Township of Shrewsbury beginning January 1, 2020 and ending December 31, 2020 to conduct the Annual Audit and prepare other financial documents as requested and required.
2. The Mayor and Clerk are hereby authorized to execute a contract according to law and in accordance with this resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. That the Township shall fund said award through its 2020 budget, Auditor services O/E

REGULAR MEETING AGENDA

in the amount not to exceed \$13,000 including audit, AFS, and ADS. No amount of any contract shall be chargeable until certification of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey.

4. This appointment is made in accordance with the Local Public Contracts Law, and the fair and open process as provided by N.J.S.A. 40A:11 et.seq.
5. A Notice of this appointment shall be advertised in an official newspaper of the Township of Shrewsbury as required by law.
6. That upon the adoption of the within resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township CFO.

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

Township of Shrewsbury

Resolution #2020-5

Appoint Township Engineer

WHEREAS, there exists a need for the services of a Township Engineer for the Township of Shrewsbury for the calendar year 2020 in accordance with the Township Ordinance and the laws and regulations of the State of New Jersey regarding same; and

WHEREAS, the Township of Shrewsbury has solicited such professional services through a fair and open process as provided for and defined in accordance with N.J.S.A. 19:44A-20.4, et seq., subject to the provisions of the Local Public Contracts Law as set forth in N.J.S.A. 40A:11-1, et seq., regarding professional services; and

WHEREAS, the Township CMFO has certified that funds are available in the 2020 temporary budget.

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

1. The firm of Maser Consulting is hereby designated as Township Engineer for the Township of Shrewsbury beginning January 1, 2020 and ending December 31, 2020
2. The Mayor and Clerk are hereby authorized to execute a contract according to law and in accordance with this resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. That the Township shall fund said award through its 2020 budget, engineering services O/E in the amount not to exceed \$ 17,500 for Township Engineer. No amount of any contract shall be chargeable until certification of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey.
4. This appointment is made in accordance with the Local Public Contracts Law, and the fair and open process as provided by N.J.S.A. 40A:11 et.seq.

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5. A Notice of this appointment shall be advertised in an official newspaper of the Township of Shrewsbury as required by law.

6. That upon the adoption of the within resolution, the Clerk is authorized and directed to

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

Township of Shrewsbury

Resolution #2020-6

Appointment of Township Bond Counsel

WHEREAS, there exists a need for the services of a Township Bond Counsel for the Township of Shrewsbury to serve as the Township Bond counsel for the calendar year 2020 in accordance with the Township Ordinance and the laws and regulations of the State of New Jersey regarding same; and

WHEREAS, the Township of Shrewsbury has solicited such professional services through a fair and open process as provided for and defined in accordance with N.J.S.A. 19:44A-20.4, et seq., subject to the provisions of the Local Public Contracts Law as set forth in N.J.S.A. 40A:11-1, et seq., regarding professional services; and

WHEREAS, the Township CMFO has certified that funds are available in the 2020 temporary budget.

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

1. Meghan Ann Bennett of the firm of Gluck-Walrath is hereby designated as Township Bond Counsel for the Township of Shrewsbury beginning January 1, 2020 and ending December 31, 2020.
2. The Mayor and Clerk are hereby authorized to execute a contract according to law and in accordance with this resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. That the Township shall fund said award through its 2020 budget, Legal O/E in the amount not to exceed \$7,500, and Capital ordinances as needed. No amount of any contract shall be chargeable until certification of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey.
4. This appointment is made in accordance with the Local Public Contracts Law, and the fair and open process as provided by N.J.S.A. 40A:11 et.seq.
5. A Notice of this appointment shall be advertised in an official newspaper of the Township of Shrewsbury as required by law.
6. That upon the adoption of the within resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township CMFO.

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

Township of Shrewsbury

Resolution #2020-7

Designate Regular Meeting Schedule for the 2020 Year

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3.D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

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

- (1) All regular meetings of the Township Committee shall take place on the second and fourth Tuesday of every month at 7:00 p.m., unless otherwise noted below, except for the months of June, July, and August when regular Township Committee meetings shall be held once a month as listed below, on the following dates at the Municipal Building of Shrewsbury Township, 1979 Crawford Street, Shrewsbury Township, New Jersey.

Tuesday, January 14, 2020	Tuesday, January 28, 2020
Tuesday, February 11, 2020	Tuesday, February 25, 2020
Tuesday, March 10, 2020	Tuesday, March 24, 2020
Tuesday, April 14, 2020	Tuesday, April 28, 2020
Tuesday, May 12, 2020	Tuesday, May 26, 2020
Tuesday, June 9, 2020	
Tuesday, July 14, 2020	
Tuesday, August 11, 2020	
Tuesday, September 8, 2020	Tuesday, September 22, 2020
Tuesday, October 13, 2020	Tuesday, October 27, 2020
Tuesday, November 10, 2020	Tuesday, November 24, 2020
Tuesday, December 8, 2020	Tuesday, December 22, 2020

January 1, 2021 2:00pm

(2) A summary of this resolution shall be sent to the *Asbury Park Press*, *Two River Times* and/or the *Star Ledger*, and published in the *Asbury Park Press*

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Shrewsbury, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

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

Township of Shrewsbury

Resolution #2020-8

Order of Business and Robert's Rules of Order

BE IT RESOLVED that the Order of Business to be followed at all regular monthly Meetings of the Township Committee of the Township of Shrewsbury during the Year 2020 shall be as follows:

- OPENING STATEMENT**
- ROLL CALL**
- SALUTE THE FLAG**
- APPROVAL OF MINUTES**
- CORRESPONDENCE**
- REPORTS**
- HEARING ON ORDINANCES AND OTHER PUBLIC HEARINGS.**
- RESOLUTIONS**
- PAYMENT OF BILLS.**
- NEW BUSINESS**
- OLD BUSINESS.**
- PUBLIC COMMENTS**
- Executive Session if Needed**
- Resolution(s) if Needed**
- ADJOURNMENT**

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

Township of Shrewsbury

Resolution #2020-9

Official Newspapers

BE IT RESOLVED that the ASBURY PARK PRESS, TWO RIVER TIMES and STAR LEDGER are hereby appointed OFFICIAL NEWSPAPERS for the Township of Shrewsbury for the year 2020.

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

Township of Shrewsbury

Resolution #2020-10

Appoint Community Development Block Grant Representative and Alternate for 2020

BE IT RESOLVED that Glenwood Puhak be and is hereby appointed COMMUNITYDEVELOPMENT BLOCK GRANT REPRESENTATIVE and that NO ONE SELECTED be and is hereby appointed ALTERNATE between the COMMUNITY DEVELOPMENT PROGRAM and the Township of Shrewsbury for the year 2020.

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

Township of Shrewsbury

Resolution #2020-11

Appoint Insurance Fund Commissioner for Monmouth County JIF
and Central Jersey HIF for 2020

BE IT RESOLVED, that Thomas X. Seaman be and is hereby appointed as SHREWSBURY TOWNSHIP FUND COMMISSIONER for 2020 representation to the Monmouth County Joint Insurance Fund and Central Jersey Health Insurance Fund.

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

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Township of Shrewsbury

Resolution #2020-12

Authorize the Appointment of a Public Agency Compliance Officer for the Year 2020

WHEREAS, the Department of Treasury, Affirmative Action Office requires that there be a designation of a public agency compliance officer for the Township; and

WHEREAS, the Township of Shrewsbury designates Thomas X. Seaman, Chief Municipal Finance Officer, as their designated public agency compliance officer for the year 2020.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, and State of New Jersey, as follows:

1. Thomas X. Seaman is hereby designated as the public agency compliance officer on behalf of the Township of Shrewsbury for 2020.

2. That upon the adoption of the within resolution, the Municipal Clerk is authorized and directed to a certified copy of it to the Department of Treasury, Affirmative Action Office and Thomas X. Seaman.

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

Township of Shrewsbury

Resolution #2020-13

Authorizing the Appointment of a Certifying Officer for the Public Employees Retirement System for the Year 2020

WHEREAS, the Department of Treasury, Division of Pensions & Benefits, requires that there be a designation of a certifying officer and supervisor of the certifying officer for the Township; and

WHEREAS, "Certifying Officer" is defined in the New Jersey pension law to mean an officer or employee of the State or of an employer other than the State who is responsible for submitting information to and performing the duties relating to matters concerning the retirement system with respect to each of the employees of the employing location, as required by law, the board of trustees or commission, and the Division of Pensions and Benefits, and

WHEREAS, "Supervisor of the Certifying Officer" is defined in the New Jersey pension law to mean the immediate supervisor of the certifying officer,

WHEREAS, the Township of Shrewsbury would like to name Thomas X. Seaman, as the certifying officer, and Thomas X. Seaman/CMFO, as the supervisor of the certifying officer for the year 2020.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, and State of New Jersey, as follows:

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1. Thomas X. Seaman is hereby designated as the supervisor of the certifying officer for the Public Employees Retirement System on behalf of the Township of Shrewsbury for 2020.
2. Thomas X. Seaman is hereby designated as the certifying officer for the Public Employees Retirement System on behalf of the Township of Shrewsbury for 2020.
3. That upon the adoption of the within resolution, the Clerk is authorized and directed to forward a certified copy of it to the Department of Treasury, Division of Pensions & Benefits and Thomas X. Seaman.

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

Township of Shrewsbury

Resolutions #2020-14

Appoint Licensed C-1 and C-2 Operator

BE IT RESOLVED that MASER CONSULTING be and is hereby appointed LICENSED C-1 AND C-2 OPERATOR for the

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

Township of Shrewsbury

Resolution #2020-15

Appoint Recreation Director

BE IT RESOLVED that RICHARD BRUNSON be and is hereby appointed RECREATION DIRECTOR for the year 2020.

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

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Township of Shrewsbury

Resolution #2020-16

Cash Management Plan 2020

WHEREAS, N.J.S.A. 40A:5-14 requires that every local government unit in the State of New Jersey must have a cash management plan. The cash management plan lists the Governmental Unit Depository Protection Act (GUDPA) approved depository banks, any broker/dealers, and the approved investment instruments selected by the local unit's governing body, and

WHEREAS, the cash management plan is adopted by resolution, usually at the reorganization meeting and may be amended at any time during the year to reflect changes due to changes in the laws, depositories, funds or investment, and

WHEREAS, the cash management plan will guide the investment of the local unit's idle cash during periods that is not needed to meet obligations, and

WHEREAS, the Chief Financial Officer is charged with administration of the plan.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that the following banking and financial institutions which are approved by the Department of Banking and Insurance under the Governmental Unit Depository Protection Act (GUDPA) are appointed as official depositories for the Township of Shrewsbury for the year 2020:

TD Bank
State of N. J. Cash Management Fund
Chase
Wells Fargo
Community Bank of N. J.
Valley National Bank
Two River Community Bank
Bank of America
Investors Savings

And,

BE IT FURTHER RESOLVED, that the cash management plan is subject to audit and the NJSA 40A:5 et.seq., requires that cash management plan provide for the Chief Financial Officer to give the Mayor and Township Committee a monthly report that summarizes all investments made or redeemed over the past month, the organization holding the Township's funds, the amount and interest earned and,

BE IT FURTHER RESOLVED, that N.J.S.A. 40A:5-14f provides that as long as Shrewsbury Township's funds are deposited or invested as designated or authorized by the cash management plan, the Chief Financial Officer is relieved of any liability for any loss of such monies due to the insolvency or closing of any depository designated by, or for the decrease in value of any investment authorized by the cash management plan and,

BE IT FURTHER RESOLVED, that in order to guide the Chief Financial officer in making investments, the following factors must be considered:

Preservation of capital: this means the principal invested is safe and secure;

Liquidity: this means the ease with which the security can be converted to cash;

Maturity requirements: this means timing the maturity of the investment to match the need for the cash;

Costs and fees: this means the expenses associated with buying, storing and redeeming Investment Instruments, and,

REGULAR MEETING AGENDA

BE IT FURTHER RESOLVED, that the Chief Financial Officer use the New Jersey Cash Management Fund as a benchmark for comparing performance of money market of Local Government Investment Pool's (LGIP's). The fund has a wider variety of investments available to it than LGIP's or money market funds, and can be used as a reliable indicator of market performance.

BE IT FURTHER RESOLVED, that the Chief Financial Officer is instructed to invest the Township of Shrewsbury funds in only interest bearing banking and financial institutions which have been appointed by the Township Committee and to utilize the New Jersey Cash Management Fund to invest idle funds when not needed to meet Township of Shrewsbury obligations.

BE IT FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the Chief Financial Officer, the Township Auditor and the Director of the Division of Local Government Services.

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

Township of Shrewsbury

Resolution #2020-17

Official Depositories

BE IT RESOLVED by the Township Committee of the Township of Shrewsbury that TD BANK, STATE OF N.J. CASH MANAGEMENT FUND, CHASE, WELLS FARGO, COMMUNITY BANK OF N.J., VALLEY NATIONAL BANK, TWO RIVER COMMUNITY BANK, INVESTORS BANK, and BANK OF AMERICA shall be the official depositories of all funds of the Township of Shrewsbury until further notice; and

BE IT FURTHER RESOLVED that such accounts in the name of the Township of Shrewsbury be open or kept with TD BANK, STATE OF N.J. CASH MANAGEMENT FUND, CHASE, WELLS FARGO, COMMUNITY BANK OF N.J., VALLEY NATIONAL BANK, TWO RIVER COMMUNITY BANK, INVESTORS BANK, and BANK OF AMERICA as shall be necessary for the deposit of funds for this Township in accordance with the statutes of the State of New Jersey which said accounts shall be for the deposit in said banks to the credit of this Township from time to time of any and all monies, checks, drafts, notes, acceptances, or other evidence of indebtedness either belonging to this Township or otherwise which may be or hereafter come into its possession and that aforesaid banks be and it is hereby authorized to make payment from the funds on deposit according to the checks, drafts or notes of this Township of Shrewsbury signed only by any one member of the Township Committee and the Financial Officer, or in the emergency situation of the absence of the Financial Officer, any two members of the Township Committee, shall be attested to by the Township Clerk in a resolution to the bank authorizing such signatures.

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

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Township of Shrewsbury

Resolution #2020-18

Cancel Balances

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amount of less than \$10.00; and

WHEREAS, the Governing Body of the Township of Shrewsbury may authorize a municipal employee chosen by said body to process without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Tax Collector of the Township of Shrewsbury is hereby authorized to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Tax Collector and Township Auditor.

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

Township of Shrewsbury

Resolution #2020-19

Fix the Rate of Interest and Year end Penalty

WHEREAS, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes or assessments as provided by law;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that property taxes shall be due and payable quarterly on February 1st, May 1st, August 1st and November 1st of each year with a ten-day grace period, after which dates, if unpaid, shall become delinquent with interest charged as set forth below and reverting back to the due date on any quarterly installment of taxes.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, hereby fix the rate of interest at 8% per annum on the first \$1500.00 of delinquency and 18% per annum on any amount in excess of \$1500.00.

BE IT FURTHER RESOLVED, that a 6% year end penalty be assessed on the last day of the fiscal year on delinquent accounts when in excess of \$10,000.00.

BE IT FURTHER RESOLVED, fixing a rate of not less than \$200.00 or more than \$600.00 for on-line tax searchers annual fee.

BE IT FURTHER RESOLVED, that a charge of \$5.00 is payable for a duplicate tax bill.

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BE IT FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the Tax Collector and Township Auditor.

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

Township of Shrewsbury

Resolution #2020-20

Authorizing Service Charges for Returned Checks

WHEREAS, P.L. 1990, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other written instrument returned for insufficient funds; and

WHEREAS, whenever an account is owing a municipality for a tax or special assessment, the service charge authorized by this section shall be included on any list of delinquent accounts which is prepared for the enforcement of the lien.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Tax Collector be authorized to charge the aforementioned fee at a rate of \$35.00 per check, in addition to the current bank charge for insufficient funds, or other written instrument for all checks returned for insufficient funds during 2020; and

BE IT FURTHER RESOLVED, that the Tax Collector may require future payments to be tendered in cash or by certified or cashier's check; and

BE IT FURTHER RESOLVED, that the above service charge of \$35.00 plus the current bank charge for insufficient funds per check shall apply to all checks for all fee, permit and other service charges paid to the Township of Shrewsbury, and shall be collected by the Chief Municipal Finance Officer, and

BE IT FURTHER RESOLVED, that the Chief Municipal Finance Officer may require future payments to be tendered in cash or by certified or cashier's check; and

BE IF FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the, Tax Collector and Township Auditor.

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

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Township of Shrewsbury

Resolution #2020-21

Appoint Assessment Search Official for the Year 2020

WHEREAS, the governing body of every municipality shall from time to time by resolution, designate the municipal clerk or municipal engineer as the person who shall make official certificates of searches as to municipal improvements authorized by Ordinance of the municipality, but not assessed, affecting any parcel or tract of land in said municipality where assessment will be made thereon pursuant to such Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, that Thomas X. Seaman is hereby designated as the Township's Assessment Search Official.

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

Township of Shrewsbury

Resolution #2020-22

Appointing the Township Tax Search Official for the Year 2020

WHEREAS, every municipality shall from time to time by resolution designate a bonded official of the municipality to make examination of its records as to unpaid municipal liens and to certify the result thereof

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth that Kelly Montecinos is hereby designated as the Township Tax Search Official.

***** A motion was offered by Mr. Jennings, moved and seconded by Mr. Puhak to carry the resolution to the next meeting. All were in favor.**

Township of Shrewsbury

Resolution #2020-23

Adjusting the Grace Period for Late Fees for Dog and Cat Licenses

WHEREAS, the Township of Shrewsbury offers a free rabies clinic to coincide with the Licensing Period for dogs and cats, and

WHEREAS, a rabies clinic has been scheduled for Saturday, February 8, 2020.

REGULAR MEETING AGENDA

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that the period for licensing dogs and cats is hereby extended to February 29, 2020 and

BE IT FURTHER RESOLVED, that monthly late fees will be applied to delinquent cat and dog licenses commencing March 1, 2020.

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

Township of Shrewsbury

Resolution #2020-24

Authorize LINCS Agreement between Monmouth County and Shrewsbury Township

WHEREAS, the Monmouth County Office of Emergency Management and the Monmouth County Department of Health have requested the use of the Shrewsbury Township Town Hall Gymnasium for the purpose of administering mass vaccinations in the event of a bio-terrorism event, and

WHEREAS, this agreement must be renewed on an annual basis.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Mayor and Municipal Clerk are hereby authorized to enter into agreement with the Monmouth County Office of Emergency Management and the Monmouth County Department of Health for the utilization of the Shrewsbury Township Town Hall Gymnasium for the purpose of administering mass vaccinations in the event of a bioterrorism event for the period beginning January 1, 2020 through December 31, 2020.

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

REGULAR MEETING AGENDA

Township of Shrewsbury

Resolution #2020-25

Appoint Members to the Rent Leveling Board

BE IT RESOLVED, that the following persons be and they are hereby appointed members of the Rent Leveling Board for the year 2020:

Marcia Meer Eagone

Angie Colasanto

Robin Kane

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Secretary to the Rent Leveling Board.

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

TOWNSHIP OF SHREWSBURY

Resolution #2020-26

AUTHORIZE 2020 TEMPORARY BUDGET

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2020 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year, and

WHEREAS, the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$ 875,595.71, and

WHEREAS, twenty-six and twenty-five hundredths percent (26.25%) of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$229,843.87

REGULAR MEETING AGENDA

WHEREAS, the attached list of temporary appropriations are within the above listed limitations,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, in the County of Jersey, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Municipal Financial Officer:

TEMPORARY APPROPRIATIONS – CY2020		
GENERAL ADMINISTRATION		
Salaries and Wages		12,000.00
Other Expenses		10,000.00
MAYOR & TOWNSHIP COMMITTEE		
Salaries and wages		2,500.00
Other Expenses		1,000.00
MUNICIPAL CLERK		
Salaries and wages		9,000.00
Other Expenses		2,060.00
FINANCIAL ADMINISTRATION		
Salaries and wages		5,000.00
Other Expenses		4,500.00
AUDIT SERVICES		4,000.00
TAX COLLECTION		
Salaries and wages		1,500.00
Other Expenses		500.00
TAX ASSESSMENT ADMINISTRATION		
Salaries and wages		2,250.00
Other Expenses		500.00
LEGAL SERVICES		
Other Expenses		12,250.00
ENGINEERING SERVICES		
Other Expenses		4,000.00
STATE UNIFORM UCC CODE ENFORCEMENT OFFICIAL		
Salaries and wages		1,000.00

REGULAR MEETING AGENDA

HOUSING OFFICIAL		
Salaries and wages		2,000.00
Other Expenses		250.00
INSURANCE		
LIABILITY INSURANCE		
Other Expenses		9,783.87
WORKMEN'S COMPENSATION INSURANCE		
Other Expenses		9,000.00
EMPLOYEE GROUP HEALTH INSURANCE		
Other Expenses		18,000.00
UNEMPLOYMENT INSURANCE		
Other Expenses		250.00
PUBLIC SAFETY FUNCTIONS		
O.E.M.		
Salaries and wages		500.00
Other Expenses		100.00
FIRE HYDRANT		
Other Expenses		1,750.00
UNIFORM FIRE SAFETY ACT (P.L.1983,Ch.383)		
FIRE OFFICAL		
Salaries and wages		375.00
PUBLIC WORKS		
STREETS & ROADS MAINTENANCE		
Salaries and wages		18,000.00
Other Expenses		10,000.00
RECYCLING PROGRAM		
Other Expenses		2,000.00
BUILDINGS & GROUNDS		
Other Expenses		6,000.00
SOLID WASTE COLLECTION		
Garbage & Trash Other Expenses		7,500.00
Bulk Container		100.00
HEALTH & WELFARE SERVICES		

REGULAR MEETING AGENDA

VITAL STATISTICS		
Other Expenses		125.00
ANIMAL SERVICES		
Other Expenses		200.00
PARKS & RECREATION		
RECREATION SERVICES & PROGRAMS		
Salaries and wages		1,250.00
Other Expenses		750.00
		500.00
CELEBRATION of PUBLIC EVENTS		
Other Expense		
SENIOR CITIZENS		
Other Expenses		250.00
Other Expenses - SCAT		1,000.00
UTILITIES		
ELECTRIC		3,000.00
WATER		600.00
NATURAL GAS		4,000.00
TELEPHONE		1,500.00
STREET LIGHTING		2,500.00
STATUTORY EXPENDITURES		
CONTRIBUTIONS TO:		
PUBLIC EMPLOYEES PENSION		1,000.00
SOCIAL SECURITY SYSTEM		3,000.00
UTILITY EXPENSES & BULK PURCHASES		
SEWERAGE PROCESSING		
Other Expenses		48,000.00
SHARED SERVICE AGREEMENTS		
MONMOUTH COUNTY 911		3,500.00
BOROUGH OF RED BANK		
COURT SERVICES		1,000.00
SHREWSBURY BORO FIRE		0.00
DEPARTMENT SERVICES		
RECYCLING TONNAGE GRANT		0.00

REGULAR MEETING AGENDA

TOTAL CURRENT FUND		
TEMPORARY BUDGET		229,843.87
TEMPORARY BUDGET EXCEPTIONS		
PRINCIPAL & INTEREST DUE 2020		115,062.50
CAPITAL LEASE DUE MCIA		7,570.00
TOTAL TEMPORARY BUDGET		
EXCEPTIONS		122,632.50
		352,476.37
TOTAL TEMPORARY BUDGET		

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

PUBLIC PORTION:

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

Robin Kane, 84 Belshaw Ave. – Wished everyone a Happy New Year and welcomed back the Committee.

Gene Anthony thanked Assemblyman Houghtaling for swearing him in.

No further public comments.

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

DATE OF NEXT MEETING: Regular Meeting January 14, 2020 at 7:00 PM.

ADJOURNMENT

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

REGULAR MEETING AGENDA

January 14, 2020
Respectfully submitted,

Pamela Howard, RMC
Municipal Clerk