



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

January 1, 2021

Reorganization Meeting – 2:30 PM

MINUTES

CALL MEETING TO ORDER by Pamela Howard at 2:30pm.

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 the Two River Times on January 9, 2020, in addition to posting on the bulletin board in the Municipal Building and filing a copy of said notice with the Municipal Clerk.

FLAG SALUTE

ADMINISTRATION OF OATH OF OFFICE

Mr. Lester Jennings,

Pamela Howard – At this time, I would like to ask Mr. Lester Jennings, Committeeman, to take his place in front of the dais. Standing with him was his grandson Jalen.

Assemblyman Houghtaling administered the oath.

Ms. Lynda Lettice,

Pamela Howard – At this time, I would like to ask Ms. Lynda Lettice, Committeeperson, to take her place in front of the dais. Standing with her was Katrina Thornton

Assemblyman Houghtaling administered the oath.

MEMBERS QUALIFIED TO SERVE

Lynda Lettice

Lester Jennings

Glenwood Puhak

ROLL CALL:

GOVERNING BODY MEMBERS PRESENT: Committee members Lynda Lettice, Lester J. Jennings, and Glenwood J. Puhak

TOWNSHIP OFFICIALS PRESENT: Municipal Clerk Pamela Howard.

MEMBERS OF THE PUBLIC WERE IN ATTENDANCE

SALUTE TO THE FLAG

WELCOME OFFICIALS – Assemblyman Houghtaling

RESOLUTIONS:

Township of Shrewsbury

Resolution #2021-1

Elect Mayor

BE IT RESOLVED that Glenwood Puhak is designated Mayor of Shrewsbury Township for the year 2021.

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

Township of Shrewsbury

Resolution #2021-2

Elect Deputy Mayor

BE IT RESOLVED that Lester Jennings is designated Deputy Mayor of Shrewsbury Township for the year 2021.

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

Township of Shrewsbury

Resolution #2021-3

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, 2021, ending December 31, 2021; 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:

1. The firm of Gene J. Anthony Esq., Eatontown, NJ is hereby designated as Township Attorney for the Township of Shrewsbury beginning January 1, 2021 and ending December 31, 2021.
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 2021 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
Lettice		X	X			
Jennings			X			
Puhak	X		X			

Township of Shrewsbury

Resolution #2021-4

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, 2020 and to serve as the Township General Auditor for the calendar year 2021 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 2021 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, 2021 and ending December 31, 2021 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 2021 budget, Auditor services O/E 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
Lettice			X			
Jennings	X		X			
Puhak		X	X			

Township of Shrewsbury

Resolution #2021-5

Appoint Township Engineer

WHEREAS, there exists a need for the services of a Township Engineer for the Township of Shrewsbury for the calendar year 2021 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 2021 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, 2021 and ending December 31, 2021
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 2021 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.
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.

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

Township of Shrewsbury

Resolution #2021-6

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 2021 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 2021 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, 2021 and ending December 31, 2021.

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 2021 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.

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

Township of Shrewsbury

Resolution #2021-7

Designate Regular Meeting Schedule for the 2021 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 6:00 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 12, 2021	Tuesday, January 26, 2021
Tuesday, February 9, 2021	Tuesday, February 23, 2021
Tuesday, March 9, 2021	Tuesday, March 23, 2021
Tuesday, April 13, 2021	Tuesday, April 27, 2021
Tuesday, May 11, 2021	Tuesday, May 25, 2021
Tuesday, June 8, 2021	
Tuesday, July 13, 2021	
Tuesday, August 10, 2021	
Tuesday, September 14, 2021	Tuesday, September 28, 2021
Tuesday, October 12, 2021	Tuesday, October 26, 2021
Tuesday, November 9, 2021	Tuesday, November 23, 2021
Tuesday, December 14, 2021	Tuesday, December 28, 2021

January 1, 2022 2:30pm

- (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.

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

Township of Shrewsbury

Resolution #2021-8

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 2021 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
Lettice			X			
Jennings	X		X			
Puhak		X	X			

Township of Shrewsbury

Resolution #2021-9

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 2021.

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

Township of Shrewsbury

Resolution #2021-10

Appoint Community Development Block Grant Representative and Alternate for 2021

BE IT RESOLVED that Glenwood Puhak be and is hereby appointed COMMUNITY DEVELOPMENT 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 2021.

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

Township of Shrewsbury

Resolution #2021-11

Appoint Insurance Fund Commissioner for Monmouth County JIF and Central Jersey HIF for 2021

BE IT RESOLVED, that Thomas X. Seaman be and is hereby appointed as SHREWSBURY TOWNSHIP FUND COMMISSIONER for 2021 representation to the Monmouth County Joint Insurance Fund and Central Jersey Health Insurance Fund.

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

Township of Shrewsbury

Resolution #2021-12

Authorize the Appointment of a Public Agency Compliance Officer for the Year 2021

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 2021.

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 2021.
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
Lettice		X	X			
Jennings			X			
Puhak	X		X			

Township of Shrewsbury

Resolution #2021-13

Authorizing the Appointment of a Certifying Officer for the
Public Employees Retirement System for the Year 2021

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 2021.

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 supervisor of the certifying officer for the Public Employees Retirement System on behalf of the Township of Shrewsbury for 2021.
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 2021.
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
Lettice			X			
Jennings		X	X			
Puhak	X		X			

Township of Shrewsbury

Resolutions #2021-14

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
Lettice	X		X			
Jennings		X	X			
Puhak			X			

Township of Shrewsbury

Resolution #2021-15

Appoint Recreation Director

BE IT RESOLVED that RICHARD BRUNSON be and is hereby appointed RECREATION DIRECTOR for the year 2021.

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

Township of Shrewsbury

Resolution #2021-16

Cash Management Plan 2021

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 2021:

- 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,

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
Lettice			X			
Jennings		X	X			
Puhak	X		X			

Township of Shrewsbury

Resolution #2021-17

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
Lettice	X		X			
Jennings		X	X			
Puhak			X			

Township of Shrewsbury

Resolution #2021-18

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
Lettice	X		X			
Jennings		X	X			
Puhak			X			

Township of Shrewsbury

Resolution #2021-19

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.

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
Lettice		X	X			
Jennings			X			
Puhak	X		X			

Township of Shrewsbury

Resolution #2021-20

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 2021; 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
Lettice	X		X			
Jennings		X	X			
Puhak			X			

Resolution #2021-21

Appoint Assessment Search Official for the Year 2021

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
Lettice	X		X			
Jennings		X	X			
Puhak			X			

Township of Shrewsbury

Resolution #2021-22

Appointing the Township Tax Search Official for the Year 2021

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 Theresa Davis is hereby designated as the Township Tax Search Official.

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

Township of Shrewsbury

Resolution #2021-23

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 will not be held for 2021 but would like to give the residents the opportunity to find an alternate clinic.

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 28, 2021 and

BE IT FURTHER RESOLVED, that monthly late fees will be applied to delinquent cat and dog licenses commencing March 1, 2021.

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

Township of Shrewsbury

Resolution #2021-24

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, 2021 through December 31, 2021.

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

Township of Shrewsbury

Resolution #2021-25

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 2021:

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
Lettice	X		X			
Jennings		X	X			
Puhak			X			

TOWNSHIP OF SHREWSBURY
RESOLUTION #2021-26
AUTHORIZE 2021 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 2021 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 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$ 946,300.77, and

WHEREAS, twenty-six and twenty-five hundredths percent (26.25%) of the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$248,411.83

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 – CY2021**

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 6,000.00
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
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	20,000.00
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	10,000.00
SOLID WASTE COLLECTION	
Garbage & Trash Other Expenses	7,500.00
Bulk Container	100.00
HEALTH & WELFARE SERVICES	
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
CELEBRATION of PUBLIC EVENTS	
Other Expense	500.00
SENIOR CITZENS	
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	54,500.00
SHARED SERVICE AGREEMENTS	
MONMOUTH COUNTY 911	3,500.00
BOROUGH OF RED BANK	
COURT SERVICES	1,000.00
EATONTOWN BORO FIRE	
DEPARTMENT SERVICES	2,500.00
TOWNSHIP OF NEPTUNE	
	2,567.96

CLERK SERVICES

RECYCLING TONNAGE GRANT 0.00
TOTAL CURRENT FUND _____

TEMPORARY BUDGET **248,411.83**

TEMPORARY BUDGET EXCEPTIONS
 PRINCIPAL & INTEREST DUE 121,562.50
 2020

CAPITAL LEASE DUE MCIA 1,570.00

TOTAL TEMPORARY BUDGET
EXCEPTIONS 123,132.50

TOTAL TEMPORARY BUDGET **371,544.33**

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

Township of Shrewsbury

Resolution #2021-27

AUTHORIZE SCAT AGREEMENT WITH MONMOUTH COUNTY

WHEREAS, the Monmouth County Board of Chosen Freeholders has established the Special Citizens Area Transportation System, known as SCAT; and

WHEREAS, the Township of Shrewsbury, County of Monmouth, State of New Jersey has had an annual contract with Monmouth County to provide transportation service to eligible residents; and

WHEREAS, the Township of Shrewsbury, County of Monmouth, State of New Jersey wishes to continue this service; and

WHEREAS, it is necessary to set forth the responsibilities of both parties in this agreement; and

WHEREAS, the Chief Municipal Finance Officer will place sufficient funds for this contract in the CY 2021 Budget.

NOW THEREFORE BE IT RESOLVED, by the Township of Shrewsbury, County of Monmouth, State of New Jersey that the SCAT agreement and contract with Monmouth County Board of Chosen Freeholders is hereby approved for the period of January 1, 2021 through December 31, 2021, at an amount not to exceed 4,500.00.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-28

AUTHORIZE AN AGREEMENT WITH TARGETED TECHNOLOGIES IT MAINTENANCE

WHEREAS, the Township of Shrewsbury has identified a need for annual maintenance to its computer network, hardware and software to maintain the Township’s computer network, hardware, software and peripherals in order to run the necessary programs required by various agencies as well as other municipal operations , and

WHEREAS, Targeted Technologies has maintained a comprehensive maintenance program for the Township’s network, hardware, software and peripherals, and

WHEREAS, Targeted Technologies has submitted a detailed proposal for the 2021 calendar year, and

WHEREAS, the Chief Municipal Finance Officer will include available funds in 2021 Current Fund Budget for a maintenance contract and

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Shrewsbury, the County of Monmouth, State of New Jersey, hereby awards a contract for maintenance to the Township’s computer network, hardware, software and peripherals per the attached proposal to Targeted Technologies, 1735 Hooper Avenue, Toms River, NJ 08753, in the amount not to exceed \$6,280.56 per year for comprehensive maintenance of the Township’s computer network, hardware, software and peripherals per the attached proposal effective January 1, 2021 through December 31, 2021.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-29

AUTHORIZATION OF MAYOR’S APPOINTMENTS FOR 2021

WHEREAS, the Mayor is authorized to appoint certain individuals to monitor Township Departments; and

NOW THEREFORE BE IT RESOLVED, that the Mayor of Township of Shrewsbury hereby makes the following appointments:

Finance-	Glenwood Puhak
Utilities-	Glenwood Puhak
Legal-	Glenwood Puhak
Public Works-	Lester Jennings
Township Building-	Lynda Lettice
Garbage Disposal-	Lester Jennings
Insurance-	Glenwood Puhak
Office-	Lynda Lettice
Engineering-	Glenwood Puhak
Recycling-	Lynda Lettice
Recreation-	Lester Jennings
Personnel-	Glenwood Puhak
Code Enforcement-	Lester Jennings
Safety and Neighborhood Watch-	Lester Jennings
Housing Inspection-	Lester Jennings

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2021-30

RESOLUTION AUTHORIZING ALTERNATIVES TO IN-PERSON MEETING PRESENCE AND VOTING

WHEREAS, as a general proposition each form of government, including the Township Form of Government, requires a quorum or a majority of the full authorized numbers of the governing body's membership to be present for any meeting to take place under the Open Public Meetings Act; and

WHEREAS, for a quorum to be present under the Township Form of Government in Shrewsbury Township, there must be at least two members of the governing present, with matters of approval voted upon by affirmative vote of a majority of the entire Township Committee; and

WHEREAS, at times, and under certain circumstances, a member of the Township Committee, due to health or reasonable excuse, may be unable to attend a meeting, but desires to participate in a "present and voting" situation before the Township Committee; and

WHEREAS, the Township Committee recognizes the aforesaid situation and accepts the fact that as an alternative to being physically present should be allowed under the aforesaid circumstances.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey, that a simple majority of the governing body must be present in order to constitute a quorum for the transaction of business of the governing body and for voting purposes, and that the Township Committee of Shrewsbury Township shall consider "present" at any meeting subject to the Open Public Meetings Act as being present and conducting business "in-person" or by alternative means such as but not limited to Zoom or similar available platforms or telephone conference in "real time" through the entire length of the meeting or for a particular vote, as long as disconnecting thereafter does not result in the lack of quorum or continuation of the meeting.

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

PUBLIC PORTION:

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

Ayes – Ms. Lettice , Deputy Mayor Jennings, and Mayor Puhak.

Robin Kane, 84 Belshaw Ave. – Wished everyone a Happy New Year.

Mayor Puhak thanked Assemblyman Houghtaling for swearing everyone in.

No further public comment.

– **Do I hear a motion to close the meeting to the public? Moved by Ms. Lettice, seconded by Mayor. Puhak.**

Ayes – Ms. Lettice , Deputy Mayor Jennings, and Mayor Puhak.

DATE OF NEXT MEETING: Regular Meeting January 12, 2021 at 6:00 PM.

ADJOURNMENT

- Do I hear a motion to adjourn the meeting? Moved by Ms. Lettice, seconded by Mayor Puhak.

Ayes – Ms. Lettice , Deputy Mayor Jennings, and Mayor Puhak.

January 12, 2021

Respectfully submitted,

Pamela Howard, RMC,CMR
Municipal Clerk