



**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, 2022**  
**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, 2021, 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**

**Mrs. Lynda Lettice**

**Pamela Howard** – At this time, I would like to ask Ms. Lynda Lettice, 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:**

Mayor Jennings was sworn in by phone.

Township of Shrewsbury

Resolution #2022-1

Elect Mayor

**BE IT RESOLVED** that Lester Jennings is designated as Chairperson and Mayor of the Township of Shrewsbury for the year 2022.

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

Standing with Deputy Mayor Lettice was her grandson.

Township of Shrewsbury

Resolution #2022-2

Elect Deputy Mayor

**BE IT RESOLVED** that Lynda Lettice is designated Vice-Chairperson and Deputy Mayor of the Township of Shrewsbury for the year 2022.

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

Township of Shrewsbury

Resolution #2022-3

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, 2022, ending December 31, 2022; 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 2022 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, 2022 and ending December 31, 2022.
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 2022 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
Puhak	<b>X</b>		<b>X</b>			
Lettice		<b>X</b>	<b>X</b>			
Jennings			<b>X</b>			

Township of Shrewsbury

Resolution #2022-4

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, 2021 and to serve as the Township General Auditor for the calendar year 2022 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 2022 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, 2022 and ending December 31, 2022 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 2022 budget, Auditor services in the amount of \$13,000 to perform the annual audit and hourly rates total not to exceed \$3500 for the, 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
Puhak	X		X			
Lettice		X	X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-5

Appoint Township Engineer

**WHEREAS**, there exists a need for the services of a Township Engineer for the Township of Shrewsbury for the calendar year 2022 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 2022 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 Colliers Engineering & Design is hereby designated as Township Engineer for the Township of Shrewsbury beginning January 1, 2022 and ending December 31, 2022
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 2022 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
Puhak	X		X			
Lettice		X	X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-6

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 2022 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 2022 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, 2022 and ending December 31, 2022.
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 2022 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
Puhak	<b>X</b>		<b>X</b>			
Lettice		<b>X</b>	<b>X</b>			
Jennings			<b>X</b>			

Township of Shrewsbury

Resolution #2022- 7

Designate Regular Meeting Schedule for the 2022 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 Third Tuesday of every month at 6:00 p.m., unless otherwise noted below, on the following dates at the Municipal Building of Shrewsbury Township, 1979 Crawford Street, Shrewsbury Township, New Jersey.

Tuesday, January 18, 2022  
 Tuesday, March 15, 2022  
 Tuesday, May 17, 2022  
 Tuesday, July 19, 2022  
 Tuesday, September 20, 2022

Tuesday, February 15, 2022  
 Tuesday, April 19, 2022  
 Tuesday, June 21, 2022  
 Tuesday, August 16, 2022  
 Tuesday, October 18, 2022

Tuesday, November 15, 2022  
 January 1, 2022 2:30pm

Tuesday, December 20, 2022

- (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 *Two River Times*.

(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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-8

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 2022 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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-9

Designate 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 2022.

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

Township of Shrewsbury

Resolution #2022-10

Cash Management Plan 2022

**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 2022:

- 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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-11

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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-12

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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-13

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 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup> 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
Puhak		X	X			

Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-14

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 2022; 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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-15

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 be held for 2022 on February 5, 2022 at 2pm; and

**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, 2022 and

**BE IT FURTHER RESOLVED**, that monthly late fees will be applied to delinquent cat and dog licenses commencing March 1, 2022.

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

Township of Shrewsbury

Resolution #2022-16

Authorize LINC'S 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, 2022 through December 31, 2022.

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

TOWNSHIP OF SHREWSBURY

RESOLUTION #2022-17

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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-18

Appoint Community Development Block Grant Representative and Alternate for 2022

**BE IT RESOLVED** that Lester Jennings 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 2022.

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

Township of Shrewsbury

Resolution #2022-19

Appoint Insurance Fund Commissioner for Monmouth County JIF and Central Jersey HIF for 2022

BE IT RESOLVED, that Lester Jennings be and is hereby appointed as SHREWSBURY TOWNSHIP FUND COMMISSIONER for 2022 representation to the Monmouth County Joint Insurance Fund and Central Jersey Health Insurance Fund and Ken Wall as Safety Coordinator

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

Township of Shrewsbury

Resolution #2022-20

Authorize the Appointment of a Public Agency Compliance Officer for the Year 2022

**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 2022.

**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 2022.
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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-21

Authorizing the Appointment of a Certifying Officer for the Public Employees Retirement System for the Year 2022

**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 2022.

**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 2022.
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 2022.
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.

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

Township of Shrewsbury

Resolutions #2022-22

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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-23

Appoint Recreation Director

BE IT RESOLVED that RICHARD BRUNSON be and is hereby appointed RECREATION DIRECTOR for the year 2022.

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

Township of Shrewsbury

Resolution #2022-24

Appointing the Township Tax Search Official for the Year 2022

**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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-25

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 2022:

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
Puhak		X	X			



Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-26

Appoint Assessment Search Official for the Year 2022

**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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

Township of Shrewsbury

Resolution #2022-27

Appointing the Township Tax Search Official for the Year 2022

**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
Puhak		X	X			
Lettice	X		X			
Jennings			X			

TOWNSHIP OF SHREWSBURY

RESOLUTION #2022-28

AUTHORIZATION OF MAYOR'S APPOINTMENTS FOR 2022

**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-	Lynda Lettice
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-	Lynda Lettice
Code Enforcement-	Lester Jennings
Safety and Neighborhood Watch-	Lester Jennings
Housing Inspection-	Lester Jennings

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

Township of Shrewsbury

Resolution #2022-29

APPOINT ELECTION OFFICIALS FOR 2022

**WHEREAS**, the Municipal Clerk's position in the Township of Shrewsbury is part time, and

**WHEREAS**, the Municipal Clerk is the Chief Election Official of the Municipality, but is required to work in her full-time municipality on election days, and

**WHEREAS**, there is a need for the supervision of the 2022 Primary and General Elections in the Township of Shrewsbury, and

**WHEREAS**, in consultation with the Monmouth County Clerk and Monmouth County Board of Elections, it has been determined that Shrewsbury Township may report to another municipality, for the purposes of returning official election materials and reading of the election machine cartridges,

**NOW, THEREFORE, BE IT RESOLVED** that Julie Martin, Municipal Clerk of Eatontown, and Corinne DiCorica, Deputy Municipal Clerk be appointed as Election Officials of the Township of Shrewsbury for the Primary Election of June 7, 2022 and the General Election of November 1, 2022 at a rate of \$400 per day each for each election, and

**BE IT FURTHER RESOLVED**, that Julie Martin and Corinne DiCorica are authorized to exercise all the authority and responsibility of the Municipal Clerk/Election Official of Shrewsbury Township on Primary

Election Day, June 7, 2022 and General Election Day, November 1, 2022. Each person will be available throughout the election hours, and each will visit the polling place twice during the election hours, including prior to opening the polls. All election materials will be picked up and returned to Eatontown Borough Hall by a member of the Shrewsbury Township polling board, and returns will be transmitted electronically by Eatontown Borough to the Monmouth County Board of Elections.

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

**Township of Shrewsbury  
Resolution #2022-30**

**APPOINT KATRINA THORNTON AS ACTING MUNICIPAL CLERK/REGISTRAR  
AS OF FEBRUARY 1, 2022**

**WHEREAS**, the Township's current Municipal Clerk, Pamela D. Howard, is retiring effective February 1, 2022; and,

**WHEREAS**, the Acting Municipal Clerk/Registrar is a part-time position at twenty hours a week that includes being the Registrar, Secretary of the Rent Leveling Board and Administrator of the Township Website; and,

**WHEREAS**, the position of Municipal Clerk has been advertised and the Township Committee desires to appoint Katrina Thornton as Acting Municipal Clerk/Registrar after Ms. Howard's retirement;

**WHEREAS**, funds for this purpose will be available in the 2022 temporary budget and the 2022 municipal budget, when adopted, in the appropriation entitled Municipal Clerk S&W and the Chief Financial Officer has so certified in writing; and,

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey that Katrina Thornton is hereby appointed as Deputy Municipal Clerk effective January 1, 2022, Acting Municipal Clerk effective February 1, 2022 at an annual salary of \$17,000.00 with an increase in six months to \$18, 500.00, and then at the end of one year an increase to \$20,000 whether certified or not with the understanding that once certified her salary will be revisited and that she needs to be certified in (1) year with the possibility of (2) two- one (1) year extensions.

**BE IT FURTHER RESOLVED**, that Ms. Thornton shall also receive \$1,020.00 annually as the Administrator of the Township of Shrewsbury's website.

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

TOWNSHIP OF SHREWSBURY  
Resolution 2022-31

Authorize the 2022 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 2022 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 2021 current fund budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$1,007,149.26. and

WHEREAS, 26.25% of the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$264,376.68. and

NOW, THEREFORE, BE IT RESOLVED, by the Township committee of the Township of Shrewsbury, in the County of Monmouth, State of New Jersey, that the attached listing (Attachment 1 — 2022 Temporary Budget Worksheet) of appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records.

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee

at the Meeting held on January 1, 2022.

Pamela Howard, RMC , CMR  
Municipal Clerk  
Attachment 1

Mayor

**TEMPORARY APPROPRIATIONS - CY2022**

<b>GENERAL ADMINISTRATION</b>			
Salaries and Wages		13,000.00	11,000.00
Other Expenses		10,000.00	10,000.00
<b>MAYOR &amp; TOWNSHIP COMMITTEE</b>			
Salaries and wages		3,000.00	3,000.00
Other Expenses		1,000.00	1,000.00
<b>MUNICIPAL CLERK</b>			
Salaries and wages		10,000.00	10,000.00
Other Expenses		2,060.00	2,060.00
<b>FINANCIAL ADMINISTRATION</b>			
Salaries and wages		6,000.00	6,000.00
Other Expenses		4,500.00	4,500.00
<b>AUDIT SERVICES</b>		4,000.00	4,000.00
<b>TAX COLLECTION</b>			
Salaries and wages		1,500.00	1,500.00
Other Expenses		500.00	500.00
<b>TAX ASSESSMENT ADMINISTRATION</b>			
Salaries and wages		2,250.00	2,250.00
Other Expenses		500.00	500.00
<b>LEGAL SERVICES</b>			
Other Expenses		14,000.00	14,000.00
<b>ENGINEERING SERVICES</b>			
Other Expenses		5,000.00	5,000.00
<b>STATE UNIFORM UCC</b>			
<b>CODE ENFORCEMENT OFFICIAL</b>			
Salaries and wages		1,000.00	1,000.00
<b>HOUSING OFFICIAL</b>			
Salaries and wages		2,000.00	2,000.00
Other Expenses		250.00	250.00
<b>INSURANCE</b>			

LIABILITY INSURANCE			
Other Expenses		21,988.00	20,481.00
WORKMEN'S COMPENSATION INSURANCE			
Other Expenses		11,066.00	11,066.00
EMPLOYEE GROUP HEALTH INSURANCE			
Other Expenses		18,000.00	13,000.00
UNEMPLOYMENT NSURANCE			
Other Expenses		250.00	250.00
PUBLIC SAFETY FUNCTIONS			
O.E.M.			
Salaries and wages		500.00	500.00
Other Expenses		100.00	100.00
FIRE HYDRANT			
Other Expenses		1,750.00	1,750.00
UNIFORM FIRE SAFETY ACT (P.L. 1983,Ch.383)			
FIRE OFFICAL			
Salaries and wages		375.00	375.00
PUBLIC WORKS			
STREETS & ROADS MAINTENANCE			
Salaries and wages		18,000.00	18,000.00
Other Expenses		10,000.00	10,000.00
RECYCLING PROGRAM			
Other Expenses		2,000.00	2,000.00
BUILDINGS & GROUNDS			
Other Expenses		10,000.00	10,000.00
SOLID WASTE COLLECTION			
Garbage & Trash Other Expenses		7,500.00	7,500.00
Bulk Container		100.00	100.00
HEALTH & WELFARE SERVICES			
VITAL STATISTICS			
Other Expenses		125.00	125.00
ANIMAL SERVICES			
Other Expenses		200.00	500.00
PARKS & RECREATION			
RECREATION SERVICES & PROGRAMS			

Salaries and wages		1,250.00	4,250.00
Other Expenses		750.00	750.00
CELEBRATION of PUBLIC EVENTS		500.00	500.00
Other Expense			
SENIOR CITIZENS			
Other Expenses		250.00	250.00
Other Expenses - SCAT		1,000.00	1,040.00
UTILITIES			
ELECTRIC		3,000.00	3,000.00
WATER		600.00	600.00
NATURAL GAS		4,000.00	4,000.00
TELEPHONE		1,500.00	1,500.00
STREET LIGHTING		2,500.00	2,500.00
STATUTORY EXPENDITURES			
CONTRIBUTIONS To:			
PUBLIC EMPLOYEES PENSION		1,000.00	1,000.00
SOCIAL SECURITY SYSTEM		3,000.00	3,000.00
UTILITY EXPENSES & BULK PURCHASES			
SEWERAGE PROCESSING			
Other Expenses		54,000.00	54,000.00
SHARED SERVICE AGREEMENTS			
MONMOUTH COUNTY 911		3,500.00	3,500.00
BOROUGH OF RED BANK			
COURT SERVICES		1,000.00	3,500.00
BOROUGH OF RED BANK			2,667.00
EMS SERVICES			
EATONTOWN BORO FIRE		2,000.00	2,000.00
DEPARTMENT SERVICES			
TOWNSHIP OF NEPTUNE		2,012.68	2,012.68
CLERK SERVICES			
RECYCLNG TONNAGE GRANT		0.00	0.00
TOTAL CURRENT FUND			
TEMPORARY BUDGET		264,376.68	264,376.68
TEMPORARY BUDGET EXCEPTIONS			
PRINCIPAL & INTEREST DUE 2022		122,562.50	122,562.50

CAPITAL LEASE DUE MCIA		1,170.00	1,170.00
TOTAL TEMPORARY BUDGET			
EXCEPTIONS		123,732.50	123,732.50
TOTAL TEMPORARY BUDGET		388,109.18	388,109.18

**TOWNSHIP OF SHREWSBURY  
Resolution 2022-32**

**AWARD CONTRACT FOR ANIMAL CONTROL SERVICES**

WHEREAS, the Township Attorney has negotiated with the organization currently supplying animal control services to the Township; and,

WHEREAS, pursuant to NJSA 40:48-5.1 a municipality may contract with an approved organization providing animal control services for a period not exceeding five (5) years; and,

WHEREAS, Monmouth County SPCA has proposed a rate of \$500.00 per quarter for a total of \$2000.00 annually; and,

WHEREAS, funds for this purpose will be provided in the 2022 Municipal Budget, when adopted, in the appropriation entitled Dog Account, and the Chief Financial Officer has so certified in writing,

THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Shrewsbury that the Mayor and Clerk be and are hereby authorized to execute an agreement with Monmouth County SPCA for animal control services for the year 2022 at a cost of 500.00 per quarter for a total of \$2000.00 annually; and,

BE IT FURTHER RESOLVED, this agreement may be renewed annually through 2023.

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

**PUBLIC PORTION:**

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

**Ayes – Mr. Puhak , Deputy Mayor Lettice, not present for vote**

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 Deputy Mayor Lettice seconded by Committeeman Puhak.**

**Ayes – Mr. Puhak , Deputy Mayor Lettice, not present for vote.**

**DATE OF NEXT MEETING: Regular Meeting January 18, 2022 at 6:00 PM.**

**ADJOURNMENT**

**- Do I hear a motion to adjourn the meeting? Moved by Deputy Mayor Lettice seconded**



**by Committeeman Puhak.**

**Ayes – Mr. Puhak , Deputy Mayor Lettice, not present for vote**

January 18, 2022

Respectfully submitted,

---

Pamela Howard, RMC,CMR  
Municipal Clerk