



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

**Katrina Thornton  
Acting Municipal Clerk**

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

**Shrewsbury Township Committee  
August 16, 2022  
REGULAR MEETING - 6:00 PM**

**AGENDA**

**CALL MEETING TO ORDER**

In accordance with the requirements of Section 4(a) of C.231, P.L. 1975, the required Notice of this meeting was published in the Two River Times on January 13, 2022, in addition to posting on the bulletin board in the Municipal Building and filing a copy of said notice with the Acting Municipal Clerk.  
[www.townshipofshrewsbury.com](http://www.townshipofshrewsbury.com).

**ROLL CALL - Present were Lynda Lettice and Mayor Lester Jennings, Mr. Puhak by phone**

**SALUTE TO THE FLAG**

**APPROVAL OF MINUTES**

None

Meeting to Order  
Moved by Mrs. Lettice, seconded by Mayor Jennings  
Mr. Puhak, Mrs. Lettice, and Mayor Jennings

**CORRESPONDENCE –**

- **Letter from Mr. William Spengeman (143 Belshaw Ave) regarding the Township Meeting Location**

**Mr. Anthony – moving forward meetings will take place in meeting room**

- **Confirmation that we will receive credit from I-Page website host regarding issue with uploading on our website**

**REPORTS**

Finance	Municipal Attorney
Housing Inspector/Code Enforcement	Public Works
Recreation -	Safety & Neighborhood Watch

**ORDINANCE(S) – NONE**

**RESOLUTIONS-**

**Resolution 2022 -81** – Authorize the Hiring of Part-Time DPW Worker

**Township of Shrewsbury  
Resolution #2022-81  
COUNTY OF MONMOUTH**

**RESOLUTION FOR HIRING OF PART-TIME PUBLIC WORKS EMPLOYEE**

WHEREAS, a vacancy is expected to occur with regard to the present Public Works part-time employee, namely Keontae Wiggins, who intends to retire from his present position upon the hiring of a replacement employee, and therefore there is a need to have the aforesaid position filled in accordance with the Personnel Policy and Procedures Manual and Employee Handbook; and

WHEREAS, in accordance with Section 4.30, entitled, “Employment Procedure” of the Personnel Manual, the intended vacant position was advertised; applications were received from three applicants; interviews were undertaken by the Personnel Committee, and all applications for employment were accepted and treated objectively and equally in accordance to laws and guidelines issued by the New Jersey Division on Civil Rights and the U.S. Equal Opportunity Commission; and

WHEREAS, after review of the applications and interviews by the Personnel Committee, applications and resumes were submitted to the Township Committee with regard to all of the three applicants as determined by the Personnel Committee, and it was recommended that an offer of employment be made to Timothy Brown, residing at 75B Throckmorton Avenue, Eatontown, New Jersey at a salary of Sixteen Dollars and Fifty Center per hour (\$16.50), part-time, based on twenty-eight hours (28) a week in Shrewsbury Township, with no benefits other than those benefits, if any, of part-time employees under the Personnel Manual, and if accepted, this Resolution shall serve as an appointment to the position of Public Works Employee, part-time; subject to a physical examination and criminal background check and satisfactory review of the same pursuant to 4.30 of the Personnel Manual; and

WHEREAS, the Personnel Committee in its deliberations determined the best qualified, most desirable applicant for the position based on specifications set forth in the advertisement, the interviews and the resumes, and the Personnel Committee makes this recommendation to the

Township Committee based on the three best candidates assessed by the Personnel Committee.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Township Committee hereby authorizes a job offer to Timothy Brown, residing at 75B Throckmorton Avenue, Eatontown, New Jersey, at a salary of Sixteen Dollars and Fifty Cents per hour (\$16.50) for a 28-hour work week, subject to a medical examination and satisfactory results from said medical examination per the Personnel Manual, and subject to a criminal background check, which is satisfactory to the Township Committee and further criteria as set forth in 4.30 of the Personnel Manual, and subject to a probationary period of ninety (90) days commencing the date of commencement of employment by Timothy Brown, and subject to the procedures for processing successful applicants per the Personnel Manual.

BE IT FURTHER RESOLVED, that all benefits of the part-time employment status shall commence in accordance with the Personnel Manual, if any, based on the actual commencement of employment after the physical examination and criminal background check, along with the above-stated salary.

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

I hereby certify the foregoing to be a true copy of the Resolution adopted by the Shrewsbury Township Committee on August 16, 2022.

\_\_\_\_\_  
KATRINA THORNTON  
Acting Municipal Clerk

\_\_\_\_\_  
LESTER JENNINGS  
Mayor

Dated: August 16, 2022

ATTEST:

\_\_\_\_\_  
KATRINA THORNTON  
Acting Municipal Clerk

**Resolution 2022- 82** – Authorize the Hiring of Full-Time DPW Worker

**Township of Shrewsbury**  
**Resolution #2022-82**  
**COUNTY OF MONMOUTH**

**RESOLUTION FOR HIRING OF FULL-TIME PUBLIC WORKS EMPLOYEE**

WHEREAS, there is a vacancy for a full-time Public Works Employee with regard to the Public Works Department that needs to be filled due to the resignation of Kenneth Wall, and Shrewsbury Township needs to fill said position in accordance with the Personnel Policy and Procedures Manual and Employee Handbook; and

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

WHEREAS, after review of the applications and interviews by the Personnel Committee, applications and resumes were submitted to the Township Committee with regard to all of the three applicants as determined by the Personnel Committee, and it was recommended that an offer of employment be made to Shaun Keefe, residing at 1134 Curtis Avenue, Wall Township, New Jersey, at a salary of Twenty-Seven Dollars per hour (\$27.00), full time, from 7 am to 3:30 pm, five days a week, with an amendment to the Personnel Manual for this application only, that such employment would provide the employee with a two-week vacation per year starting after the end of the date of probation, along with all other benefits provided in the Personnel Manual. The aforesaid applicant, subject to this Resolution, has accepted the position which is subject to approval by the governing body, and therefore, this Resolution shall serve as an appointment to the position of Public Works Employee, full-time; subject to a physical examination and criminal background check and satisfactory review of the same pursuant to 4.30 of the Personnel Manual; and

WHEREAS, the Personnel Committee in its deliberations determined the best qualified, most desirable applicant for the position based on specifications set forth in the advertisement, the

interviews and the resumes, and the Personnel Committee makes this recommendation to the Township Committee based on the three best candidates assessed by the Personnel Committee.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Township Committee hereby authorizes the hiring of Shaun Keefe, residing at 1134 Curtis Avenue, Wall Township, New Jersey as a full-time Public Works Employee; at a salary of Twenty-Seven Dollars per hour (\$27.00), with a two-week vacation benefit available at the end of his probation period, with all other benefits provided for full-time employees under the Personnel Manual, and subject to a medical examination and satisfactory results from said medical examination per the Personnel Manual and subject to a criminal background check, which is satisfactory to the Township Committee and further criteria as set forth in 4.30 of the Personnel Manual, and subject to a probationary period of ninety (90) days commencing the date of commencement of employment by Shaun Keefe, and subject to the procedures for processing successful applicants per the Personnel Manual.

BE IT FURTHER RESOLVED, that all benefits of the full-time employment status shall commence in accordance with the Personnel Manual based on the actual commencement of employment after the physical examination and criminal background check, along with the above-stated salary and benefits

BE IT FURTHER RESOLVED, that commencement of employment shall be expected at the end of the applicant’s two-week notice to his present employer.

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

I hereby certify the foregoing to be a true copy of the Resolution adopted by the Shrewsbury Township Committee on August 16, 2022.

\_\_\_\_\_  
 KATRINA THORNTON  
 Acting Municipal Clerk

\_\_\_\_\_  
 LESTER JENNINGS  
 Mayor

Dated: August 16, 2022

**Resolution 2022- 83 - Authorizing Payment of Bills**

**Township of Shrewsbury  
Resolution #2022-83  
County of Monmouth**

**PAYMENT OF BILLS DATED AUGUST 16, 2022**

WHEREAS the Township Committee of the Township of Shrewsbury authorized payment of bills in the amount of \$ 95,035.17

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
<b>LETTICE</b>			<b>X</b>			
<b>PUHAK</b>	<b>X</b>		<b>X</b>			
<b>JENNINGS</b>		<b>X</b>	<b>X</b>			

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on August 16, 2022.

Attest:

\_\_\_\_\_  
Katrina Thornton, CMR  
Acting Municipal Clerk

\_\_\_\_\_  
Lester Jennings  
Mayor

Certifying Officer:

\_\_\_\_\_  
Thomas X. Seaman, CFO  
Chief Financial Officer

**Resolution 2022- 84- Authorizing the voiding of checks and replacement checks**

**Township of Shrewsbury  
Resolution #2022-84  
Voided Checks**

**WHEREAS**, the following checks have been identified by the Chief Financial Officer, as payable to the selected vendors in the amounts as listed, and

**WHEREAS**, the vendors have either been paid a replacement check is not required based on specific reasons,

**Voided ONLY – No replacement check required**

Check #16867– Joseph Fazzio-Howell, LLC \$ 70.05 – double invoiced

Check #16669 - Monmouth County Assessor’s Assoc \$ 150.00 – never received paid on another PO

Check # 16585 - Joseph Fazzio-Howell, LLC \$ 380.80 - invoiced for incorrect amount

Check # 16602- NJLM - \$ 115.00 – never received paid on another PO

Check # 16959 – Mazza Recycling Services, Ltd \$ 57.57 – never received paid on another PO

**NOW THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Shrewsbury hereby approves the voiding of said checks in the amounts listed, dated, and vendor

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on August 16, 2022.

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Katrina Thornton, CMR  
Acting Municipal Clerk

\_\_\_\_\_  
Lester Jennings  
Mayor

\_\_\_\_\_  
Thomas X Seaman  
Chief Financial Officer

**NEW BUSINESS –**

- **OLD BUSINESS – Personal Contact Ms. Wilma Acedera regarding Zumba Fitness classes at Township Gymnasium.  
RDM Painting revised quote with materials**

**Do I hear a motion to adjourn the meeting? Moved by Mrs. Lettice seconded by Mayor Jennings Mrs. Lettice, Mr. Puhak, Mayor Jennings – All in Favor**

**PUBLIC PORTION – PLEASE STATE YOUR NAME AND ADDRESS FOR THE MINUTES**

**Bill Spengemen – Happy to hear about the website fix that will be in place and a credit to the account**

**Ms. Thornton Explained the situation with new security for online activity with the website. Pulled together the host of the site and the IT company to repair**

**Donna Johnson (Barker Ave)– Flag is tattered and torn new American flag and new POW flag being requested**

**Ms. Thornton – we have flags and will be replaced as soon as possible**

**Joanne Pavao (Barker Ave) – Flag hooks ding on the pole please tighten rope**

**Ms. Thornton – We will have DPW do what they can to keep the hook from hitting the pole**

**Mr. Anthony inquired with Ms. Johnson regarding her street light issue.**

**Ms. Johnson, it is fixed but not the way it was expected to be repaired. The light fixture should just be removed.**

**Do I hear a motion to close public section of the meeting? Moved by Mayor Jennings and seconded by Mrs. Lettice**

**Mr. Puhak, Mrs. Lettice, and Mayor Jennings, All in Favor**

**DATE OF NEXT MEETING – Regular Meeting September 20, 2022 at 6:00 P.M.**

**EXECUTIVE SESSION - NONE**

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

**ADJOURNMENT**