

**BOROUGH OF SHREWSBURY  
MUNICIPAL COMPLEX  
MAYOR & COUNCIL**

**JANUARY 21, 2020**

**Meeting Called to Order**

Mayor Anderson called the meeting to order at 6:30pm and read the Presiding Officer's Statement.

**Presiding Officer's Statement**

The Notice Requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting on the bulletin board in the Municipal Building on January 8, 2020 by the Municipal Clerk.

**Roll Call**

Present: Councilwoman Deidre DerAsadourian  
Councilman Jeff DeSalvo  
Councilman Don Eddy  
Councilwoman Kim Doran Eulner  
Councilman Brendan Gilmartin  
Councilman Jason Sena

Also Present: Mayor Erik Anderson  
Bruce Padula, Borough Attorney  
Maureen L. Muttie, Clerk/Interim Administrator

Absent: None

**Executive Session**

Councilwoman DerAsadourian motioned to approve Resolution 2020-020, seconded by Councilman DeSalvo with ayes by all councilmembers present.

*Council moved into executive session at 6:32pm and was back on the record at 7:00pm.*

**Salute to Flag**

Led by Mayor Erik Anderson.

**Presentations**

***Swearing-In of Patrolman Michael Zibrin***

Councilman DeSalvo motioned to approve the Resolution 2020-021, seconded by Councilwoman DerAsadourian, and approved by the following roll call vote:

Ayes: DerAsadourian, DeSalvo, Eddy, Eulner, Gilmartin and Sena  
Nays: None  
Abstain: None

**2020-021 - RESOLUTION HIRING PATROL OFFICER IN THE POLICE DEPARTMENT**

**WHEREAS**, the Chief of Police has the need for and has requested the hire of a Patrol Officer; and  
**WHEREAS**, Chief Robert Turner has interviewed and recommended the hiring of Michael Zibrin at an annual salary of \$42,840.00; and  
**WHEREAS**, the Police Committee has approved the recommendation; and  
**WHEREAS**, the Chief Financial Officer has certified that funds are available for same.  
**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Shrewsbury that Michael Zibrin be hired as a Patrol Officer – Academy at an annual salary of \$42,840.00, effective January 21, 2020.

Mayor Erik Anderson administered the Oath of Office to Patrolman Michael Zibrin.

*Presentation by Monmouth County Department of Health  
Christopher P. Merkel, M.P.H., Public Health Coordinator  
Elizabeth Perez – Shared Services Coordinator*

Mr. Merkel provided an overview of the Monmouth County Department of Health and presented their services to the Council as an available option to consider. They specifically presented what makes them different from Monmouth County Regional Health Commission (MCRHC). Mr. Merkel mentioned that many of their services are included in their price structure and pointed out that MCRHC charges extra for some of those services such as nursing. Mr. Merkel also highlighted their involvement with public awareness programs, such as OEM initiatives and Consumer Health programs.

**Approval of Minutes**

Councilwoman Eulner motioned to approve the minutes of December 2, 2019, December 16, 2019 and January 6, 2020, seconded by Councilman Sena and approved by the following vote:

Ayes: DerAsadourian, DeSalvo, Eddy, Eulner, Gilmartin and Sena  
Nays: None  
Abstain: None

**Resolutions**

Councilman DeSalvo motioned to approve Resolution 2020-022, seconded by Councilman Sena and approved by the following roll call vote:

Ayes: DeSalvo, Eddy, Eulner, Gilmartin and Sena  
Nays: None  
Abstain: DerAsadourian

**2020-022 - RESOLUTION AWARDING CONTRACT FOR THE 2020 GROUNDS  
MAINTENANCE PROGRAM TO ONSITE LANDSCAPE MANAGEMENT**

**WHEREAS**, the Borough of Shrewsbury advertised for bids for 2020 Grounds Maintenance Program; and

**WHEREAS**, two (2) bids were received, and were publicly opened and read aloud on December 20, 2019 at 3:00pm as follows:

<u>BIDDER</u>	<u>AMOUNT BID</u>
On-Site Landscape Management	\$90,672.00 (All specified services, All locations)
Down To Earth Landscaping	\$499,614.82 (All specified services, All locations)

**WHEREAS**, the proposal submitted by the apparent lowest responsible bidder embodied all the bid specifications as outlined by Onsite Landscape Management in submitting their bid; and

**WHEREAS**, the Governing Body of the Borough of Shrewsbury, acting on the advice of the Borough Engineer and Borough Attorney, does hereby make a finding that the lowest bid submitted by Onsite Landscape Management does hereby best serve the interest of the municipality; and

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Shrewsbury does hereby award a contract known as 2020 Grounds Maintenance Program to Onsite Landscape Management, for up to all of the specified services at all locations, and as requested by the Borough through the appropriate legal process, in the amount of \$90,672.00 for a contract term of Twelve (12) Months commencing March 1, 2020; and

**BE IT FURTHER RESOLVED** that the presiding officer of this body be and is hereby directed to sign for on its behalf the contract in the prescribed form for said procurement and that the Clerk of this body be and is hereby directed to sign and seal said contract with the corporate seal of this body and attest to same.

**Consent Agenda**

Councilman DeSalvo motioned to approve the Consent Agenda, seconded by Councilman Sena and approved by the following roll call vote:

Ayes: DerAsadourian, DeSalvo, Eddy, Eulner, Gilmartin and Sena  
Nays: None  
Abstain: None

**2020-023 - RESOLUTION APPROVING A TEMPORARY CERTIFICATE OF  
OCCUPANCY GUARANTEE RELEASE  
FOR ERIN CORNETTE – F45 – BLOCK 14, LOTS 13-15**

**WHEREAS**, the developer for F45 – Erin Cornette, has requested the release of a Temporary Certificate of Occupancy Guaranty for this project, which is located at Block 14, Lots 13-15, in the Borough of Shrewsbury; and

**WHEREAS**, Pursuant to the procedures outlined in §94-7.1F of the *Code of the Borough of Shrewsbury*, the Borough Engineer has performed a site inspection to verify the acceptance of all bonded site improvements; and

**WHEREAS**, upon furnishing a maintenance bond equating to \$15,195.00 in a form acceptable to the Borough Attorney, the Borough may consider the release of the Temporary Certificate of Occupancy Guaranty currently being held.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Shrewsbury that the Temporary Certificate of Occupancy Guaranty presently held by the Borough in the amount of \$22,390.50, as outlined in the report of the Borough Engineer dated January 13, 2020, be released, contingent upon the posting of Maintenance Guaranty in the amount of \$15,195.00, in a form acceptable to the Borough Attorney.

**2020-024 - RESOLUTION HIRING PART TIME CODE ENFORCEMENT OFFICER IN  
THE BOROUGH OF SHREWSBURY**

**WHEREAS**, the Borough of Shrewsbury has a need for part-time code enforcement officer and the Personnel Committee has requested to hire Kathryn Kwaak; and

**WHEREAS**, the Personnel Committee has recommended that Kathryn Kwaak receive \$20.00 per hour and not to exceed 25 hours per week; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for same.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Shrewsbury that Kathryn Kwaak be hired as Part-Time Code Enforcement Officer, effective January 27, 2020 and probationary and contingent upon successful completion of a criminal background check.

**2020-025 - RESOLUTION APPOINTING A PART-TIME RECREATION FIELD  
COORDINATOR IN THE DEPARTMENT OF RECREATION**

**WHEREAS**, the Recreation Committee recommends that Jennifer Keatts be appointed as the Recreation Field Coordinator at a salary of \$500.00 a quarter which will be paid quarterly as a Contractual Professional Service; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for same.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Shrewsbury that Jennifer Keatts be appointed as the Recreation Field Coordinator for year 2020.

**BE IT RESOLVED** that the Municipal Clerk shall transmit a certified copy of this resolution to the Borough Administrator and the Recreation Committee.

**2020-026 - RESOLUTION APPROVING AMENDED BY-LAWS FOR THE  
SHREWSBURY COMMUNITY GARDEN**

**WHEREAS**, residents of the Shrewsbury community expressed a desire to create a Community Garden within the Borough which resulted in the creation of the Shrewsbury Community Garden which was established by Ordinance No. 990 on October 1, 2012, and

**WHEREAS**, the Shrewsbury Community Garden is a quasi-municipal all-volunteer organization operating in Shrewsbury, NJ, governed by a Mayor-appointed Shrewsbury Community Garden (SCG) Committee and reporting directly to the Shrewsbury Borough Council; and

**WHEREAS**, the gardens that it supports are located within Shrewsbury Borough and generally comprised of individually assigned garden plots within a designated area adjacent to the Shrewsbury Municipal Building; and

**WHEREAS**, Article III of the By-Laws details the governing of the SCG Committee establishing the structure, duties, terms, rules and procedures governing day-to-day operation of the SCG Committee; and

**WHEREAS**, currently the Shrewsbury Community Garden Committee consist of at least six (6), but no more than nine (9) appointed members; and

**WHEREAS**, the Shrewsbury Community Garden Committee wishes to amend the number of members to serve on the Shrewsbury Community Garden Committee to six (6) but no more than ten (10) appointed members.

**NOW THEREFORE BE IT RESOLVED** that the Shrewsbury Community Garden Committee By-Laws are officially adopted.

**A RESOLUTION APPROVING THE BILL LIST FOR JANUARY 21, 2020 AND  
AUTHORIZING PAYMENT OF BILLS**

**WHEREAS**, the Borough of Shrewsbury received certain claims against it by way of voucher in the amount of \$437,987.03 for the period ending January 6, 2020; and

**WHEREAS**, the Borough Council has reviewed the aforementioned claims.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Shrewsbury that the attached claims are hereby approved for payment.

**BE IT FURTHER RESOLVED** that a copy of this Resolution be given to the Chief Financial Officer.

**Reports of Council**

Councilwoman DerAsadourian

- Councilwoman DerAsadourian had no report.

Councilman DeSalvo

- Councilman DeSalvo had no report.

Councilwoman Eddy

- Councilman Eddy reported the OEM/Meeting Room is completed and encourages everyone to look at the room. There are new conference phones in the room that also comes with a bridging number.

Councilwoman Doran Eulner

- Councilwoman Eulner reported the Planning Board had its Reorganization Meeting last Wednesday.

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Councilman Gilmartin

- Councilman Gilmartin reported that basketball season is underway- both Saturday Clinics along with league play during the week and everything is running very smoothly so far. Registration is open for the spring sports season. Baseball, softball and lacrosse please sign up on time – registration period is over at the end of the month.
- Meeting with the new rec chair Rob Lynch along with the new treasurer just to go over protocol
- In the month of December there were eight general alarms. Twenty total calls resulting in forty-two man-hours. Five of those calls were mutual aid - four of which were cancelled, and one went to Little Silver.

Councilman Sena

- Regarding Finance, Councilman Sena reported that the 2019 records have been closed out. The auditors will be here next week to work on our annual finance statement and annual debt statement. All departments have been met with to go over their respective budgets. The Finance Committee will meet in the coming week to review the draft budget.
- The Shrewsbury Board of Education Meeting is tonight; Councilman Sena will meet with Board Member Sweeney to catch up on the Board's meeting this evening.
- There is an Environmental Commission Reorganization Meeting is scheduled for January 29th.

**Mayor's Report**

- Regarding the presentation provided by the Monmouth County Health Department this evening, Mayor Anderson commented the Council should explore whether the Borough should work with the County or stay with the Monmouth County Regional Health Commission.
- Mayor Anderson commented that on tonight's consent agenda there is a resolution expanding the number of members to the Shrewsbury Community Garden Committee. Appointments are mayoral appointments. Mayor Anderson appointed Don Burden to the Community Garden Committee.

**Clerk/Administrator's Report**

- Ms. Muttie reported dog and cat licenses are due January 31<sup>st</sup>. Late fees will be accessed starting February 1<sup>st</sup>.

**Open the Floor to the Public**

Mayor Anderson opened the floor to the public.

Richard Saybolt, 15 Azalea Lane – Mr. Saybolt commented he is disappointed he has not heard back from the Borough regarding the waterway in his backyard and whether the clearing of this creek will be completed. Mayor Anderson explained that there was a question concerning the easement regarding his property as to whose responsibility it is for that waterway. Mayor Anderson explained we need to get through this question first. Mayor Anderson will be in touch with Dave Cranmer, Borough Engineer and will follow up with Mr. Saybolt. Mr. Saybolt commented he needs to know if this will be done by the Borough and if not, then he'll have to look at his next step, perhaps with the Mosquito Commission.

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**Close the Floor to the Public**

With no one else wishing to speak, the floor was closed to the public.

**Move into Executive Session – No Action Will be Taken After**

Council moved into Executive Session at 7:25pm. No action will be taken after.

*Council returned to regular session and meeting adjourned at 8:01.*

**Attest:**



Maureen L. Muttie, RMC, CMC  
Municipal Clerk

**Approve:**



Erik Anderson  
Mayor