

**BOROUGH COUNCIL, BOROUGH OF SHREWSBURY**

**REGULAR MEETING AGENDA**

**July 8, 2025**

1. Called to Order

2. Sunshine 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, 2025, by the Deputy Municipal Clerk.

3. Roll Call

4. Salute to the Flag

5. Approval of Minutes

6. Certificate of Achievement

7. Proclamation- Shrewsbury Garden Club

8. Consent Agenda:

Resolution 2025-110 Resolution Updating the Appointed Mel-Jif Representatives

Resolution 2025-111 Resolution to Accept the Municipal Audit Report For 2024

Resolution 2025-112 A Resolution to Affirm the Borough Of Shrewsbury Civil Rights Policy With Respect To All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, And Members Of The Public That Come Into Contact With Municipal Employees, Officials And Volunteers

Resolution 2025-113 Resolution Requesting Approval Of Item Of Revenue And Appropriation – N.J.S.A. 40a:4-87

Resolution 2025-114 Resolution To Approve The Corrective Action Plan For Findings Listed In The 2024 Municipal Audit

Resolution 2025-115 Resolution Setting The Salary Schedules Of Certain Officers And Employees For The Year 2025

Resolution 2025-116 A Resolution Approving The Bill List For July 8, 2025 And Authorizing Payment Of Bills

9. Ordinances

Ordinance 2025-1135 First Reading/ Introduction

AN ORDINANCE SUPPLEMENTING CHAPTER 170, "PARKS AND RECREATION FACILITIES" OF THE BOROUGH'S REVISED GENERAL ORDINANCES WITH SECTION 170-5, "PARK AND FACILITY USAGE"

10. Reports of Council:

**Councilman James Daly**

Law and Ordinance, Shrewsbury Board of Education, Recreation Committee

**Councilwoman DerAsadourian:**

Special Services, Shrewsbury Community Alliance, Safe Routes to School, RBR BOE

**Councilman Eddy:**

Public Works/Building Ground, Human Services, Local Emergency Planning Committee

**Councilman Levy:**

Justice Committee

**Councilwoman Morton:**

Administration and Finance, Environmental Commission, Memorial Day

**Councilman McAvoy:**

Human Resources, Land Use Board

11. Mayor's Report:

Mayor Eulner

12. Administrator's Report:  
Mark Regan – Borough Administrator

13. Correspondence:  
Kerry Quinn – Municipal Clerk

14. Open to the Public

15. Adjourn

**RESOLUTION UPDATING THE APPOINTED MEL-JIF REPRESENTATIVES**

**WHEREAS**, the Borough of Shrewsbury is a member of the Monmouth Municipal Joint Insurance Fund; and

**WHEREAS**, a member municipality appoints a Fund Commissioner and an Alternate Fund Commissioner for the Monmouth Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund; and

**WHEREAS**, the Borough must appoint a Fund Commissioner and an Alternate Fund Commissioner to represent the Borough and to vote at meetings of the Funds.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Shrewsbury that Mark Regan, Jr., serve as Fund Commissioner and that Kerry Quinn, serve as Alternate Fund Commissioner.

**BE IT FURTHER RESOLVED** that the Municipal Clerk forwards a certified copy of this resolution to the Monmouth Municipal Joint Insurance Fund, to the Administrator and to the Insurance Chairman.

I, Kerry Quinn, Municipal Clerk of the Borough of Shrewsbury, do hereby certify that the foregoing to be a true copy of a resolution adopted by the Mayor and Council at a meeting on ending June 9, 2025

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Date

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Kerry Quinn, RMC  
Municipal Clerk

**RESOLUTION TO ACCEPT THE MUNICIPAL AUDIT REPORT FOR 2024**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the Governing Body of every local unit to have made an annual audit of its books, accounts, and financial transactions; and

**WHEREAS**, The Annual Report of Audit for the year 2024 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the Governing Body; and

**WHEREAS**, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring the Governing Body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the Governing Body have reviewed, as a minimum the sections of the annual audit entitled: Comments and Recommendations; and

**WHEREAS**, the members of the Governing Body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled: Comments and Recommendations, as evidenced by the group affidavit form of the Governing Body; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the Governing Body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local Governing Body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local Governing Body who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Shrewsbury hereby states that it has complied with the N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Chief Financial Officer.

I, Kerry Martinez, Municipal Clerk of the Borough of Shrewsbury, do hereby certify the foregoing to be a true copy of a resolution adopted by the Shrewsbury Borough Council on July 8, 2025.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kerry Martinez, RMC  
Municipal Clerk

Council Member	Moved	Seconded	Ayes	Nays	Absent	Abstain
Ms. DerAsadourian						
Mr. Eddy						
Mr. Gilmartin						
Mr. Levy						
Mr. Sena						
Mr. Daly						

**A RESOLUTION TO AFFIRM THE BOROUGH OF SHREWSBURY CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of Borough of Shrewsbury to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

**WHEREAS**, the governing body of Borough of Shrewsbury has determined that certain procedures need to be established to accomplish this policy

**NOW, THEREFORE BE IT ADOPTED** by the Mayor and Council that:

**Section 1:** No official, employee, appointee or volunteer of the Borough of Shrewsbury by whatever title known, or any entity that is in any way a part of the Borough of Shrewsbury shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough of Shrewsbury's business or using the facilities or property of the Borough of Shrewsbury.

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Shrewsbury to provide services that otherwise could be performed by the Borough of Shrewsbury.

**Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

**Section 4:** The Borough of Shrewsbury shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Borough of Shrewsbury shall establish written procedures that require all officials, employees, appointees and volunteers of the (local unit type) as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Borough of Shrewsbury shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Borough of Shrewsbury shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Shrewsbury. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the (local unit type)'s web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Borough of Shrewsbury in order for the public to be made aware of this policy and the Borough of Shrewsbury's commitment to the implementation and enforcement of this policy.

I, Kerry Quinn, Municipal Clerk of the Borough of Shrewsbury, do hereby certify that the foregoing to be a true copy of a resolution adopted by the Mayor and Council at a meeting on ending June 9, 2025

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Date

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Kerry Quinn, RMC  
Municipal Clerk

**RESOLUTION REQUESTING APPROVAL OF ITEM OF REVENUE  
AND APPROPRIATION – N.J.S.A. 40A:4-87**

**WHEREAS**, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for an equal amount; and

**WHEREAS**, the Borough of Shrewsbury has received notice of an award of \$1,547.49 from New Jersey Administrative Office of the Courts and wishes to amend the 2025 Budget to include this amount as a revenue.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Shrewsbury, in the County of Monmouth, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2025 in the sum of \$1,547.49.

Which is now available as a revenue from:

Miscellaneous Revenues:

Special Items of General Revenue Anticipated  
with Prior Written Consent of the Director of the  
Division of Local Government Services:

State and Federal Revenues Off-set with Appropriations:

2025 NJ Administrative Office of the Courts-  
Municipal Alcohol Education & Rehabilitation Fund                      \$ 1,547.49

**BE IT FURTHER RESOLVED** that the like sum of.....                      \$ 1,547.49  
be and the same is hereby appropriated under the caption of:

General Appropriations:

(a) Operations Excluded from CAPS

State and Federal Programs Off-Set by Revenues:

2025 NJ Administrative Office of the Courts --  
Municipal Alcohol Education & Rehabilitation Fund                      \$ 1,547.49

**BE IT FURTHER RESOLVED** that the Finance Officer will electronically file the Budget Amendment Certification Form and resolution to the Director of Local Government Services for approval.

I, Kerry Quinn, Municipal Clerk of the Borough of Shrewsbury, do hereby certify the foregoing to be a true copy of a resolution adopted by the Shrewsbury Borough Council on July 8, 2025

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kerry Quinn, RMC  
Municipal Clerk

Council Member	Moved	Seconded	Ayes	Nays	Absent	Abstain
Ms. DerAsadourian						
Mr. Eddy						
Mr. Gilmartin						
Ms. Levy						
Mr. Sena						
Mr. Daly						



**BOROUGH OF SHREWSBURY  
COUNTY OF MONMOUTH**

**RESOLUTION 2025-114**

**RESOLUTION TO APPROVE THE CORRECTIVE ACTION PLAN FOR FINDINGS LISTED  
IN THE 2024 MUNICIPAL AUDIT**

**WHEREAS**, Borough of Shrewsbury received its annual audit for the year ended December 31, 2024 on June 29, 2025; and,

**WHEREAS**, the Chief Financial Officer has prepared a Corrective Action Plan as required by Federal and State regulations; and,

**WHEREAS**, regulations promulgated by the State of New Jersey, Department of Community Affairs, Division of Local Government Services requires that the governing body of any municipality review and accept the Corrective Action Plan; and

**WHEREAS**, the 2024 Municipal Audit has **NO** findings disclosed under General Comments and Recommendations, nor any prior year's findings requiring further corrective action.

**NOW, THEREFORE, BE IT RESOLVED**, the Governing Body of the Borough of Shrewsbury that:

1. The attached Corrective Action Plan as filed by the Chief Financial Officer be and is hereby approved.
2. A certified copy of this resolution, accompanied with the Corrective Action Plan be electronically filed with the Director, Division of Local Government Services via the F.A.S.T. portal.

I, Kerry Martinez, Municipal Clerk of the Borough of Shrewsbury, do hereby certify the foregoing to be a true copy of a resolution adopted by the Shrewsbury Borough Council on July 8, 2025.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kerry Martinez, RMC  
Municipal Clerk

Council Member	Moved	Seconded	Ayes	Nays	Absent	Abstain
Ms. DerAsadourian						
Mr. Daly						
Mr. Eddy						
Mr. Levy						
Mr. Gilmartin						
Mr. Sena						

**BOROUGH OF SHREWSBURY**

**CORRECTIVE ACTION PLAN**

**DECEMBER 31, 2024 AUDIT REPORT**

**GENERAL COMMENTS AND RECOMMENDATIONS**

**Findings:** No General Comments and Recommendations were disclosed in the Municipal Audit for the fiscal year ending December 31, 2024 for the Borough of Shrewsbury. Therefore, no further action is required by the Borough.

**RESOLUTION SETTING THE SALARY SCHEDULES OF CERTAIN OFFICERS AND EMPLOYEES FOR  
THE YEAR 2025**

**WHEREAS**, the Borough of Shrewsbury has certain employees named herein not covered by collective bargaining agreements; and

**WHEREAS**, these employees need to be compensated for the performance of their duties; and

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Shrewsbury, that the employees listed herein be paid according to this schedule.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Chief Financial Officer.

**PART I – FULL TIME & PART TIME NON CONTRACTURAL**

<b>DEPARTMENT OF ADMINISTRATION</b>		
<i>Division of Administration</i>		
Borough Administrator	Mark Regan Jr.	Contractual
Borough Clerk/ Registrar	Kerry Quinn, RMC	\$76,514.00
Deputy Borough Clerk/ Deputy Registrar		
<i>Division of Finance</i>		
Chief Financial Officer	Shared Service	N/A
Assistant CFO/ Accounts Payable	Jeannine Jones	\$56, 650.00
Tax Collector	Shared Service	N/A
Deputy Tax Collector/Accounting Clerk	Kyle Butler	\$64, 964.00
Tax Assessor - PT	John Gillooly, C.T.A.	\$27,874.00
Qualified Purchasing Agent	Mark Regan Jr.	Contractual
<b>MUNICIPAL COURT</b>		
Court Administrator	Megan Thomas, C.M.C.A.	\$86,709.00
<b>BUILDING DEPARTMENT- <i>Division of Construction</i></b>		
Construction Official - PT	Cary Costa	\$29,258.00
Fire Sub-Code Official - PT	Cary Costa	\$18,961.00
Building Sub-Code Official - PT	Cary Costa	\$12,636.86
Electrical Sub-Code Official - PT	Robert McLoughlin	\$15,000.00
Plumbing Sub-Code Official - PT	James Ammaturo	\$15,000.00
<b>DIVISION OF ENFORCEMENT</b>		
Fire Marshall – PT	Elizabeth Sweeney	\$18,460.00
Code Enforcement Officer	David Leschot	\$58,064.00

<b>MUNICIPAL BOARDS</b>		
Land Use Administrator	Kayla Wharton	\$52,348.00
<b>POLICE</b>		
Records Clerk	Jessica Diehl	\$71,508.00

**PART II – PER HOUR PART TIME**

<b>ADMINISTRATION/ENFORCEMENT/BUILDING/ COURT</b>		
Violations Clerk	Barbara McChesney	\$21.31
Assistant to the Construction Official	Maggie Harris	\$25.00

I, Kerry Quinn, Municipal Clerk of the Borough of Shrewsbury, do hereby certify the foregoing to be a true copy of a resolution adopted by the Shrewsbury Borough Council on July 8, 2025.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kerry Quinn  
Municipal Clerk