

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

**January 17, 2023**

**Meeting Called to Order**

Mayor Erik Anderson called the meeting to order at 7:00pm and read the Presiding Officer's Statement.

**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 7, 2023 by the Municipal Clerk.

**Roll Call**

Present: Councilman Brendan Gilmartin  
Councilman Jason Sena  
Councilwoman Jaclyn Woehnker

Also, Present: Erik Anderson, Mayor  
Mitchell Jacobs, Esq., Borough Attorney  
Christopher Cherbini, Borough Administrator  
Kerry Quinn, Municipal Clerk

Absent: Councilwoman Deidre DerAsadourian  
Councilman Donald Eddy  
Councilman Daniel Levy

**Salute to Flag**

Led by Mayor Erik Anderson

**Swearing in Patrol Officer- Michael Mowder**

Mayor Anderson expressed the sentiment of the Council along with the Police Department in congratulating Michael Mowder as the newest full-time member of our Shrewsbury Borough Police Department. Mayor and Council wished Patrolman Mowder great success in the years to come.

**Approval of Minutes**

Councilman Gilmartin motioned to approve the December 19th, 2022 Regular Meeting Minutes seconded by Councilwoman Woehnker, and approved by the following roll call vote:

Ayes: Gilmartin, Sena and Woehnker  
Nays: None  
Abstain: None

**Consent Agenda**

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

Ayes: Gilmartin, Sena and Woehnker  
Nays: None  
Abstain: None

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**RESOLUTION AUTHORIZING ADOPTION OF THE 2023 RECREATION PARK/FACILITY USE FEES AND PROGRAM FEE SCHEDULE**

WHEREAS, the Recreation Department sets the fees for its programs; and

WHEREAS, a list of the Recreation fees for 2023 is attached to this Resolution as the proposed Program Fees ; and

<b>Description</b>	<b>Program</b>	<b>Activity</b>	<b>Cost</b>
Baseball	TRLL	Baseball T-Ball	\$55
Baseball	TRLL	Baseball Grades 1 <sup>st</sup> & 2 <sup>nd</sup>	\$70
Baseball	TRLL	Baseball Grades 3 <sup>rd</sup> and Up	\$125
Softball	TRLL	Softball T-Ball	\$50
Softball	TRLL	Softball Grades 2 <sup>nd</sup> and Up	\$80
Soccer	Fall Program	Micro Soccer Clinic	\$55
Soccer	Fall League	Soccer League Grades 3 <sup>rd</sup> and Up	\$72
Flag Football	Fall League	Co-Ed	\$30
Squash	Squash Program	All Ages	\$150
Street Hockey	Fall Hockey	All Ages	\$45
Tennis	Spring Tennis	All Ages	\$85
Lacrosse	Lacrosse Clinic	All Ages	\$75
Basketball	Rec Basketball	K through 4 <sup>th</sup> Grade	\$50
Basketball	Rec Basketball	5 through 8 <sup>th</sup> Grade	\$55
Summer Camp	Summer Camp	4 Weeks 9am-12pm	\$125

WHEREAS, the Recreation Program Fee Schedule shall be retroactive to January 1, 2023; and

WHEREAS, the Borough Administrator and Recreation Committee have reviewed the fees and approved of same.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Shrewsbury as follows:

1. The Borough Council hereby adopts the 2023 Recreation Department Program Fee Schedule as set forth in the attached.
2. Copies of the fee schedule shall be retained by the Municipal Clerk and the Recreation Department.

**RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a**

**WHEREAS**, the Borough of Shrewsbury, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

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**WHEREAS**, the Borough of Shrewsbury has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, the Borough of Shrewsbury intends to enter into contracts with the below Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough of Shrewsbury authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

**BE IT FURTHER RESOLVED**, that the governing body of the Borough of Shrewsbury pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

**Referenced State Contract Vendors**

Commodity/ Service	Vendor	State Contract #
Cleaning Services		
	Access NJ	T-0108/ 77110

**RESOLUTION APPROVING A CONTRACT WITH MONMOUTH COUNTY SPCA ANIMAL CONTROL SERVICES**

**WHEREAS**, the Borough of Shrewsbury is in need of Animal Control Services; and

**WHEREAS**, Monmouth County SPCA is the Boroughs current Animal Control Service and;

**WHEREAS**, the Mayor and Council of the Borough of Shrewsbury would like to enter into a contract for the year of 2023; and

**NOW THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Shrewsbury hereby approve a contract with the Monmouth County SPCA for Animal Control Services at an annual cost of \$5,100.00 said sum to be prorated on a monthly basis of \$425.00, in substantially the same form attached hereto and subject to review by the Borough Attorney.

**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk sign the attached agreement which specifies the terms of the contract.

**RESOLUTION TO UPGRADE THE LIGHTS IN THE MUNICIPAL BUILDING**

**WHEREAS**, the Borough has a need Upgrade The Lights In The Municipal Building; and

**WHEREAS**, the proposal is below the bid threshold contained in the Local Public Contracts Law ("LPCL"); and

**WHEREAS**, the Borough obtained two (2) quotes from

Cooper Electric            \$2,700.00

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Warshauer Electric                      \$3,692.31

**NOW, THEREFORE, BE IT RESOLVED** that the Borough approves Cooper Electric to preform the work.

**A RESOLUTION APPROVING THE BILL LIST FOR JANUARY 17, 2023 AND AUTHORIZING PAYMENT OF BILLS**

**WHEREAS**, the Borough of Shrewsbury received certain claims against it by way of voucher in the amount of \$282,292.49 for the period ending January 17, 2023; 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.

**APPOINTING HISTORIAN FOR THE BOROUGH OF SHREWSBURY**

**BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Shrewsbury that Donald W. Burden is hereby appointed Borough Historian for a term of one (1) year.

**RESOLUTION APPROVING THE HIRING OF A FULL TIME POLICE OFFICER IN THE POLICE DEPARTMENT**

**WHEREAS**, the Chief of Police has the need for and has requested the hire of a Full-Time Police Officer; and

**WHEREAS**, the Police Committee has approved the request to hire Randy Boehler with a start date of February 1<sup>st</sup>, 2023; and

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Shrewsbury that Chief Turner be approved to hire a Full-Time Police Officer;

**Ordinances – Introduction/First Reading:**

**ORDINANCE NO. 2023-1103: An Ordinance Amending Chapter 45 “Salaries And Compensation” To Establish Section 45-4 “Salary Ranges For All Nonaligned Positions” Within The Borough Code Of The Borough Of Shrewsbury**

**Motion to Introduce**

Councilman Sena motioned to introduce Ordinance 2023-1103 seconded by Councilwoman Woehnker, and approved by the following roll call vote:

Ayes:                      Gilmartin, Sena and Woehnker

**ORDINANCE NO. 2023-1103**

**AN ORDINANCE AMENDING CHAPTER 45 “SALARIES AND COMPENSATION” TO ESTABLISH SECTION 45-4 “SALARY RANGES FOR ALL NONALIGNED POSITIONS” WITHIN THE BOROUGH CODE OF THE BOROUGH OF SHREWSBURY**

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**WHEREAS**, the governing body determined that it is critical to the Borough and its residents, and important for good and efficient government, that the Borough establish clear salary ranges for all nonaligned employment positions within the Borough.

**NOW THEREFORE, BE IT ORDAINED** by the governing body of the Borough of Shrewsbury as follows:

SECTION ONE. There is hereby created §45-4 entitled “Salary Ranges for All Nonaligned Positions” within Chapter 45 of the Borough Code of the Borough of Shrewsbury which shall read as follows:

**§45-4 Salary Ranges for All Nonaligned Positions**

The annual base salary and wage ranges of all nonaligned officers and employees of the Borough of Shrewsbury are as follows:

**PART 1 – FULL-TIME EMPLOYEES**

<b>DEPARTMENT OF ADMINISTRATION</b>	Low	High
<i>Division of Administration</i>		
Borough Administrator	\$15,000	\$125,000
Borough Clerk/ Registrar	\$40,000	\$80,000
Deputy Borough Clerk/ Deputy Registrar	\$34,000	\$50,000
Accounts Payable	\$34,000	\$50,000
<i>Division of Finance</i>		
Chief Financial Officer		N/A
Tax Collector		N/A
Deputy Tax Collector/Payroll Clerk	\$36,000	\$65,000
Tax Assessor - PT	\$15,000	\$30,000
Qualified Purchasing Agent	\$6,000	\$15,000
<b>MUNICIPAL COURT</b>		
Court Administrator	\$40,000	\$85,000
Judge	\$16,000	\$34,000
Prosecutor	\$10,000	\$20,000
<b>COMMUNITY DEVELOPMENT</b>		
<i>Division of Construction</i>		
Construction Official - PT	\$9,000	\$31,000
Fire Sub-Code Official - PT	\$9,000	\$20,000
Building Sub-Code Official - PT	\$9,000	\$20,000
Electrical Sub-Code Official - PT	\$9,000	\$20,000
Plumbing Sub-Code Official - PT	\$9,000	\$20,000
<i>Division of Land Use</i>		
Land Use Administrator	\$44,000	\$54,000

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Zoning Officer	\$15,000	\$25,000
<i>Fire Prevention</i>		
Fire Marshall – PT	\$9000	\$25,000

**PART II – PER HOUR PART TIME**

<b>ADMINISTRATION/ENFORCEMENT/BUILDING/COURT /CONSTRUCTION/CROSSING GUARD</b>		
	Low	High
Technical Assistant Construction	\$20hr	\$25hr
Code Enforcement Officer	\$20hr	\$25hr
Janitor	\$16hr	\$20hr
Administrative Assistant	\$18hr	\$23hr
Crossing Guard	\$25hr	\$35hr
Camp Director	\$3000	\$7000
Recreation Director	\$20	\$25
Camp Counselor	\$9hr	\$16

SECTION TWO. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

SECTION THREE. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Discussion and Action:

*Resident Charity Drive Request- Mayor Anderson*

Resident Aidan Welch requested approval from Mayor and Council to hold a Charity Drive for the under donated items, such as toiletries. Mr. Welch would like approval to have a donation bin located at the Municipal Complex along with Shrewsbury Borough School. Mayor Anderson along with Council believe that this is worthwhile and approved Mr. Welch’s request.

Reports of Council:

**Councilwoman DerAsadourian:**

- No Report

**Councilman Eddy**

- Christmas Tree pickup has begun and will be completed by the end of the month.

**Councilman Gilmartin:**

**Shrewsbury Recreation:**

- Registration is open for Spring Sports: Baseball, Softball, and Lacrosse.
- The Borough also has a requisition for a Part-Time Rec Director. Administrator Cherbini is fielding resumes and scheduling interviews with qualified candidates.

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**Shrewsbury Fire Department**

- **December Call Report:**
  - SFD responded to 17 calls, including 7 General Alarms.
  - Mutual Aid:
    - 1 to Ocean Township for a structure fire
    - 1 to Oceanport; cancelled
    - 3 to Eatontown; 2 canceled; 1 smoke condition
  - Total man hours amounted to 48.75 for the calls.
- With meetings, drills, and training, the department volunteered 157.50 hours.
  
- **Full Year 2023 Call Report:**
  - The fire department responded to 226 calls for help
  - There were 14 drills
  - Total hours for fire calls, drills, training, meetings and extra activities the year 2,158.75

**Shrewsbury First Aid Squad (Squad 45-21)**

- **December Call Report:**
  - Total Calls: 45
  - 28 patients were transported to Riverview Medical Center; 6 to Monmouth Medical, and 2 to Jersey Shore University Medical Center.
- **Full Year 2023 Call Report:**
  - Total Calls: 523
  - 398 (76%) of the Calls were during the day and 125 (24%) were at night.
- **Top Responders for the Year:**
  - Gary Ruggiero (255)
  - Captain, Paul Drazen (233)
  - Georgia Blair (157)
  - Kayla Wharton (131)
  - George Richdale (83)
- **Mutual Aid Calls:**
  - 27 Mutual Aid calls to surrounding towns answered
  - 23 Mutual Aid calls into Shrewsbury answered

**Councilman Levy**

- No Report

**Councilman Sena:**

- Budget is being presented to the Asminstrion and Finance committee early in February

**Councilwoman Woehnker:**

- Shrewsbury Board of Education will hold their next meeting on January 18<sup>th</sup>, 2023.

**Mayor's Report**

**Mayor Erik Anderson**

- No Report

**Administrator's Report**

- Mr. Cherbini stated that we approved the hiring of a cleaning company while our janitor is out on FMLA.
- Contract for Animal Services with Monmouth County was signed for 2023 as we have had a good experience utilizing these services.

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Correspondence

- No Report

Open to the Public

Jay Eaton, 916 Broad Street

-Mr. Eaton would like to thank Mr. Cherbini for his help notifying the residents regarding the speed change on RT. 35 and asked if the sign would be placed back up. Mr. Cherbini stated that due to a pending storm it was removed but will follow up about it being placed out again.

-Mr. Eaton asked if there was a way to update the GSP or Google Maps type app, and if so how can that be done. Mr. Cherbini will reach out to NJDOT to see if there is a way to complete this on their end or if this is something that is user based for those apps.

Close the Floor to the Public

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

Adjourn

Meeting adjourned at 7:33pm on a motion made by Councilman Sena, seconded by Councilwoman Woehner with ayes by all Councilmembers present.

Attest:

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

Approve:

  
\_\_\_\_\_  
Erik Anderson, Mayor