

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

November 20, 2023

Meeting Called to Order

Mayor Erik Anderson called the meeting to order at 7:30pm 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 November 6, 2023 by the Deputy Municipal Clerk.

Roll Call

Present: Councilman James Daly
Councilwoman Deidre DerAsadourian
Councilman Brendan Gilmartin
Councilman Daniel Levy
Councilman Don Eddy

Also, Present: Erik Anderson, Mayor
Salvator Alfieri, Jr., Esq.
Christopher Cherbini, Borough Administrator
Kayla Wharton, Deputy Municipal Clerk

Absent: Councilman Jason Sena

Salute to Flag

Led by Mayor Erik Anderson

Approval of Minutes- May 1, 2023, Special Meeting October 10, 2023 & October 13, 2023, Special Meeting

Councilman Gilmartin motioned to approve the May 1, 2023, Minutes, October 10, 2023 & October 13, 2023, Special Meeting Minutes seconded by Councilman Levy, and approved by the following roll call vote:

Ayes: Gilmartin, Levy, DerAsadourian, Eddy
Nays: None
Abstain: Daly

Resolution:

Resolution 2023-154

Councilman Gilmartin motioned to approve Resolution 2023-154, seconded by Councilman Daly and approved by the following roll call vote:

Ayes: Daly, DerAsadourian, Eddy, Gilmartin, Levy
Nays: None
Abstain: None

**RESOLUTION PROVIDING FOR APPROPRIATION TRANSFERS IN THE 2023 MUNICIPAL BUDGET,
PURSUANT TO N.J.S.A. 40A:4-58**

WHEREAS, N.J.S.A. 40A:4-58 provides that transfers may be made between appropriations during the last two (2) months of the fiscal year; and,

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

November 20, 2023

WHEREAS, the Borough Council of the Borough of Shrewsbury has determined that such transfer is prudent and necessary

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Shrewsbury, County of Monmouth, State of New Jersey, (by not less than two-thirds of all the members thereof affirmatively concurring) the transfers in the amounts and totals listed on the attached sheet be in the 2023 Municipal Budget.

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

Resolution 2023-163

Councilman Eddy motioned to approve Resolution 2023-163, seconded by Councilman Gilmartin and approved by the following roll call vote:

Ayes: Daly, Eddy, Gilmartin, Levy
Nays: DerAsadourian
Abstain: None

RESOLUTION AUTHORIZING PRELIMINARY COSTS FOR ARCHITECTURAL DESIGN AND ENGINEERING SERVICES FOR CONCEPTUAL PLANS FOR A PUBLIC WORKS BUILDING

WHEREAS, the Borough Council has identified a need for a new building dedicated to Public Works operations; and,

WHEREAS, it is not feasible to authorize this capital project by ordinance until the architectural design and preliminary engineering services are completed; and,

WHEREAS, funds are currently available in the Fund Balance of the General Capital Fund.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Shrewsbury, in the County of Monmouth, State of New Jersey, as follows:

1. The expenditure of \$44,700 for the Architectural Design and Preliminary Engineering Services for the Public Works Building as a preliminary expense is hereby authorized.
2. The Chief Financial Officer is hereby directed to transfer the authorized amount of \$44,700 from the Fund Balance of the General Capital Fund and establish a separate line item entitled Preliminary Costs for accounting purposes.

Consent Agenda:

Councilwoman DerAsadourian requested resolution 2023-162 be pulled from the consent agenda.

Councilman Gilmartin motioned to approve the consent agenda without resolution 2023-162, seconded by Councilman Daly

Ayes: Daly, DerAsadourian, Eddy, Gilmartin, Levy
Nays: None
Abstain: None

RESOLUTION AUTHORIZING THE RETURN OF UNUSED POOL INSPECTION REVIEW ESCROW FUNDS

**PROPERTY OWNER: ANTHONY GAGLIARDI
PROPERTY LOCATION: BLOCK 66 LOT 7
 82 SUNNBANK DRIVE
ESCROW ACCT: E-12-2-215**

WHEREAS, the above-named applicant previously posted, pursuant to the provision of the Municipal Land Use Law and Borough Ordinances, pool inspection review escrow funds for professional services to insure proper review of installations; and,

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

November 20, 2023

WHEREAS, said professional services for pool inspection review have been completed; and,

WHEREAS, the Chief Financial Officer has received correspondence from the Borough Engineer recommending the return of the unused pool inspection escrow funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Shrewsbury, in the County of Monmouth, State of New Jersey, as follows:

3. That the Chief Financial Officer be and is hereby authorized to effectuate the return of the unused pool inspection review escrow funds to the property owner in the amount of \$82.25, and subsequently closing escrow account E-12-2-215.
4. A certified copy of this resolution shall be provided by the Borough Clerk to each of the following:
 - a.) Borough Engineer
 - b.) Chief Financial Officer
 - c.) Land Use Administrative Agent
 - d.) Property Owner

RESOLUTION DESIGNATING 2024 BOROUGH HOLIDAYS

BE IT RESOLVED by the Mayor and Council of the Borough of Shrewsbury, that the following holidays for the year 2024 shall be observed by the Borough of Shrewsbury, in accordance with the Personnel Policy:

New Year's Day	Monday	January 1, 2024
Martin Luther King, Jr. Day	Monday	January 15, 2024
Presidents' Day	Monday	February 19, 2024
Good Friday	Friday	March 29, 2024
Memorial Day	Monday	May 27, 2024
Independence Day	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
September 11th	Wednesday	September 11, 2024
Columbus Day	Monday	October 14, 2024
Veterans' Day	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
(Day After)	Friday	November 29, 2024
Christmas Day	Wednesday	December 25, 2024

**AUTHORIZING THE PURCHASE OF EQUIPMENT FOR THE BOROUGH OF SHREWSBURY
POLICE DEPARTMENT OVER THE BOROUGH OF SHREWSBURY PURCHASING POLICY
THRESHOLD IN THE TOTAL AMOUNT OF \$3,800.00**

WHEREAS, the Borough of Shrewsbury Police Department is in need of locker room equipment; and

WHEREAS, the Chief Financial Officer has certified funds in the amount of \$3,800.00 for the purchase of Police locker room equipment; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Shrewsbury, County of Monmouth, State of New Jersey, that the purchase of twelve (12) 29" wide lockers, six (6) 18" wide lockers, four (4) benches, and locker's internal electric outlets for a total expenditure of \$29,422.00 is hereby approved,

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

November 20, 2023

subject to the issuance of the appropriate purchase orders to CAFD, LLC 1290 Gardner Ave Schenectady, NY 12309.

RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES FOR THE BOROUGH OF SHREWSBURY

WHEREAS, it is the policy of the Borough of Shrewsbury to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters.)the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, The Borough of Shrewsbury has determined that there is a need for personnel policies and procedures to ensure that employees are treated in a manner consistent with these always and regulations.

NOW, THEREBY, BE IT RESOLVED by the Mayor and Council that the Personnel Policies and Procedures Manual attached hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough of Shrewsbury officials, appointees, employees, volunteers, and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State Law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough of Shrewsbury's employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough of Shrewsbury shall operate under the legal doctrine known as "employment at will"

BE IT FURTHER RESOLVED that Bruce Padula, Esq. is hereby appointed as Labor Attorney to advise the Borough of Shrewsbury in personnel matters.

BE IT FURTHER RESOLVED that the Borough Administrator and all managerial/supervisory personnel are responsible for these employment practices. The (Personnel Administrator title) and the (Employment Attorney/Advisor title) shall assist the (CEO title) in the implementation of the policies and procedures in this manual.

**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 2024; 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.

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

November 20, 2023

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

RESOLUTION APPROVING A CONTRACT WITH REGROUP MASS NOTIFICATION SERVICES

WHEREAS, the Borough of Shrewsbury is in need of mass notification services; and

WHEREAS, Regroup Mass Notification provides mass notification services;

WHEREAS, the Mayor and Council of the Borough of Shrewsbury would like to enter into a contract for the year of 2024; and

NOW THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Shrewsbury hereby approve a contract with the Regroup Mass Notification for mass notification services at an annual cost of \$1,650.00, for a term of January 1, 2024 through December 31, 2024.

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

**A RESOLUTION APPROVING THE BILL LIST FOR NOVEMBER 20, 2023 AND AUTHORIZING
PAYMENT OF BILLS**

WHEREAS, the Borough of Shrewsbury received certain claims against it by way of voucher in the amount of \$559,759.60 for the period ending November 20, 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.

**A RESOLUTION TO AUTHORIZE STATE CONTRACT LEASE TO PURCHASE OF TWO FORD POLICE
INTERCEPTORS**

WHEREAS, there is a need to purchase (2) fully equipped police vehicles for the Shrewsbury Borough Police Department;

WHEREAS, public bids are not required when the purchases are under a State Contract in accordance with N.J.S.A. 40A:11-12 of the Local Public Contracts Law; and

WHEREAS, , the Borough of Shrewsbury has a need to purchase, on a timely basis, an emergency services vehicle, specifically a (2) new Ford Police Interceptors and

WHEREAS, the lowest cost proposal for a (2) 2023 Ford Police Interceptors provided by Winner Ford, Cherry Hill New Jersey under State Contract No. 20-FLEET-01189; and

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

November 20, 2023

WHEREAS, the maximum amount of the purchase is \$\$62000 per vehicle for a total of \$124,000 and funds that will be acquired through a 3 year lease to purchase agreement not to exceed 6.99% a year.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Shrewsbury, in the County of Monmouth, State of New Jersey, as follows:

1. The Borough Council directs Chief Financial Officer and/or the Borough Administrator is hereby authorized to enter into an agreement with Winner Ford for the lease purchase of (2) New 2023 Ford Police Interceptor Vehicles
2. The Borough Council directs Chief Financial Officer and/or the Borough Administrator seek the most favorable interest rate for a lease purchase agreement for these vehicles not to exceed 6.99%

Resolution 2023-162

Questions were asked by Councilwoman DerAsadourian regarding the need for the services outlined in resolution 2023-162, Councilman Eddy explained what services the Architect will be providing and will be coming up with a proposed plan for the council to review.

Councilman Daly motioned to approve Resolution 2023-162, seconded by Councilman Eddy and approved by the following roll call vote:

Ayes: Daly, Eddy, Gilmartin, Levy
Nays: DerAsadourian
Abstain: None

RESOLUTION APPOINTING SPIEZLE ARCHITECTS AS ARCHITECT FOR DPW BUILDING IMPROVEMENTS

WHEREAS, the Borough has a need for the services of an architect for DPW building improvements; and

WHEREAS, funds are available for this purpose; and

WHEREAS, this appointment is exempt from public bidding pursuant to N.J.S.A. 40A:11-5 and is being made pursuant to the non-fair and open process of N.J.S.A. 19:44A-20.5 and -20.7.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough Shrewsbury that Spiezle Architects of Hamilton, New Jersey is hereby appointed as Architect for the term of November 20, 2023 through November 20, 2024, pursuant to the terms contained in the proposal submitted by Spiezle Architects; and.

BE IT FURTHER RESOLVED, the attached professional services agreement is hereby approved and the Mayor is directed to sign the agreement on behalf of the Borough; and

BE IT FURTHER RESOLVED a copy of this Resolution shall be published in the Borough's designated newspaper as required by law within ten (10) days of its passage.

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

November 20, 2023

Discussion And Action:

Best Practice Report

Mr. Cherbini reviewed the Boroughs Best Practice Report every year we have to follow certain rules & requirements this year we got enough points that we were able to update to the state that helps with out state funding, and we are well within our points system. It was passed with flying colors.

Reports of Council

Councilman Daly:

-Mr. Daly spoke with Shrewsbury Board of Education and they have accepted a bid for the school with a contractor from Ocean Township. The proposal is under budget. Community garden most of the plots for the year have closed down a few are staying open until mid-December for winterizing lettuce. No report regarding Shade Tree

Councilwoman DerAsadourian:

-No Report

Councilman Eddy:

-Get leaves out they finish picking up at the end of December, please do not wait until the last minute and try to pay attention to the schedule.

Councilman Gilmartin:

Shrewsbury Recreation:

- Flag football and street hockey are under way+
- The Committee will be meeting next week Monday November 27, 2023, virtual.
- Winter Basketball will be underway in the beginning of next year.
- This Saturday the tree lighting will be taking place at Borough Hall at 4PM
- December 3rd Breakfast with Santa at the Fire House
- December 12th Hanukkah lighting at 5:00PM at Borough Hall
- December 17th Santa on the Fire Truck will be going around town

Shrewsbury Fire Department

- **September Call Report:**
 - SFD responded to 27calls, including 13 General Alarms.
 - Mutual Aid:
 - 3 to Oceanport
 - 1 to Shrewsbury Township
 - 1 to Eatontown
- With meetings, drills, and training, the department volunteered 196.15 hours.
- They also participated in Fire Prevention activities at SBS, Lightbridge Academy & Montessori Academy

Shrewsbury First Aid Squad (Squad 45-21)

- **October Call Report:**
 - Total Calls: 48 – slightly higher than usual.
 - 7 patients were transported to Riverview Medical Center; 4 to Monmouth Medical, and 2 to Jersey Shore University Medical Center.
 - Mutual Aid:
 - 3 Mutual Aid calls into Shrewsbury
 - 1 Mutual Aid calls to Middletown

Councilman Levy:

-No Report

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

November 20, 2023

Councilman Sena:

-No Report

Mayor's Report

Mayor Erik Anderson

-Had a conversation with the Mayor in Red Bank about Route 35 and Pedestrian safety if they would be open to a conversation regarding rerouting truck traffic onto Shrewsbury Avenue and down the West side of Red Bank, He is not surprised even with the change in leadership, but they are not open to have a conversation regarding the idea.

Administrator's Report

-Mr. Cherbini stated that the playground equipment is installed at Sickles Park, and they are waiting to remove a concrete pad. Once that is removed it will be inspected by our insurance company and the park can be opened back up. Mr. Cherbini also said a day needs to be picked for the reorganization meeting and wanted to see if January 2, 2024, works for a reorganization meeting, No council members had an objection to that date. The deputy clerk will make proper notice for that meeting.

Correspondence

None

Open to the Public

Leslie Eaton, 916 Broad Street

-Mrs. Eaton wanted to say Congratulations to Mayor Anderson, Councilman Daly & Councilman Gilmartin on the recent election.

Stu Minis, 35 Thomas Avenue

-Wanted to say congratulations to our council members on the most recent election, Mr. Minis said it was discussed this evening about the reorganization meeting for January 2024 however he would like to know why the reorganization minutes for 2023 are still not on the website along with other council meeting minutes missing? Mr. Eddy said it will be looked into. Mr. Minis also wanted to know why the council went down to one meeting? Mayor Anderson said he does not remember however it was set in the schedule and the main reason was lack of agenda items and we have special meetings as needed. Mr. Minis said if he cannot attend a meeting in person, it is important to keep the community informed with the minutes and to keep the public in the loop.

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

November 20, 2023

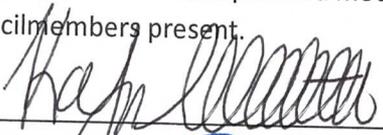
Close the Floor to the Public

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

Adjourn

Meeting adjourned at 7:51 pm on a motion made by Councilman Levy, seconded by Councilman Gilmartin with ayes by all Councilmembers present.

Attest:



Kayla Wharton, Deputy Municipal Clerk

Approve:



Erik Anderson, Mayor

