

April 11, 2018

Special Meeting Minutes  
April 11, 2018

The following are the minutes of the Special Meeting of the Mayor and Council of the Borough of Ship Bottom, which was held on Wednesday, April 11, 2018, in the Borough Hall Council Chambers, located at 1621 Long Beach Boulevard, Ship Bottom, New Jersey.

Mayor Huelsenbeck called the Meeting to order at 10:05 a.m. and asked the Clerk to take attendance. The following were present:

Councilmen English, Valyo, Butkus, Rossi, Hartman and Tallon.

Mark Pino, Administrator; Kathleen Flanagan, Finance Officer and Frank Little, Borough Engineer were present.

Mayor Huelsenbeck asked the Clerk to read the Statement of Notice. It is as follows:

The time, date and location of this meeting was sent to the Asbury Park Press and advertised in the Beach Haven Times on March 29, 2018, in accordance with the Open Public Meeting Act. This notice was also posted on the bulletin board in the Municipal Building on March 27, 2018.

Mayor Huelsenbeck talked about the meeting that was held with the Ship Bottom Fire Co. Trustees on Monday evening with Kathleen Flanagan, Dave Hartman and himself. There was discussion among the Council and Mayor regarding the issues and some agreed upon solutions. The Mayor stated that the meeting went very well and there should be progress moving forward.

Mayor Huelsenbeck called for Resolution 2018-57: David's Dream and Believe, Raffles. On a motion by Councilman Hartman, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2018-57  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING GAMES OF CHANCE FOR  
DAVID'S DREAM AND BELIEVE CANCER FOUNDATION, INC.**

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, that approval is hereby granted to David's Dream and Believe Cancer Foundation, Inc., to conduct the following raffle on the following date and times:

On premise merchandise raffle May 6, 2018 12:00 p.m. -4:00 p.m.  
(to be held at Joe Pop's Shore Bar, 2002 Long Beach Blvd.)

**BE IT FURTHER RESOLVED**, that approval is contingent upon approval by the Legalized Games of Chance Control Commission.

Roll Call: English, Valyo, Butkus, Rossi, Hartman and Tallon, all aye.

Mayor Huelsenbeck called for Resolution 2018-58: Cancellation, water/sewer charges. On a motion by Councilman Butkus, seconded by Councilman English, this was approved as follows:

**RESOLUTION 2018-58  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE TAX COLLECTOR TO CANCEL THE CHARGES  
FOR WATER/SEWER USAGE**

**WHEREAS**, there was a charge of \$60.00 for water and \$100.00 for sewer on account # 1578-0, Block 122, Lot 3, 501 Barnegat Avenue assessed to James and Yvonne Mooney; and

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**WHEREAS**, there were no water or sewer services available to this property during the months of January through March 2018, due to lateral problems.

**NOW, THEREFORE BE IT RESOLVED** that the Tax Collector is hereby authorized to cancel the charge of \$160.00 to James and Yvonne Mooney, 25 Lake Just-It Rd., Great Meadows, NJ 07838.

Roll Call: English, Valyo, Butkus, Rossi, Hartman and Tallon, all aye.

Mayor Huelsenbeck called for Resolution 2018-59: Adoption of "Purchasing Manual". On a motion by Councilman Tallon, seconded by Councilman English, this was approved as follows:

**RESOLUTION 2018-59  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE ADOPTION OF A  
PURCHASING MANUAL**

**WHEREAS**, there is a need for the Borough of Ship Bottom to have a Purchasing Manual, which is a guide for Ship Bottom Borough in the preparation of Requests for Goods and Services.

**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of the Borough of Ship Bottom does hereby adopt the "Purchasing Manual" dated April 2018, by Kathleen Flanagan, Chief Finance Officer and Qualified Purchasing Agent.

Roll Call: English, Valyo, Butkus, Rossi, Hartman and Tallon, all aye.

Mayor Huelsenbeck called for Resolution 2018-60: Award of contract, 28<sup>th</sup> St. Bulkhead. On a motion by Councilman Valyo, seconded by Councilman Butkus, this was approved as follows:

**RESOLUTION 2018-60  
RESOLUTION OF THE BOROUGH OF SHIP  
BOTTOM, COUNTY OF OCEAN, STATE OF NEW  
JERSEY, AWARDING A CONTRACT TO  
WICKBERG MARINE CONTRACTING, INC. FOR  
THE 2018 BULKHEAD REPLACEMENT PROJECT –  
28<sup>TH</sup> STREET**

**WHEREAS**, the Borough of Ship Bottom duly advertised for the receipt of bids for the 2018 Bulkhead Replacement Project - 28th Street; and

**WHEREAS**, in response to the invitation to bidders, three (3) bids were received on April 10, 2018; and

**WHEREAS**, the bids were reviewed by the Borough Engineer and it has been determined that Wickberg Marine Contracting, Inc. has submitted the lowest responsible bid in accordance with the bid specifications, said bid being \$96,600.00; and

**WHEREAS**, it is the desire of the governing body to award a contract for the 2018 Bulkhead Replacement Project - 28th Street to Wickberg Marine Contracting, Inc., the lowest responsible bidder.

**NOW, THEREFORE BE IT RESOLVED** by the governing body of the Borough of Ship Bottom, County of Ocean, State of New Jersey, as follows:

1. That the governing body does hereby award a contract for the 2018 Bulkhead Replacement Project - 28th Street to Wickberg Marine Contracting, Inc. at \$96,600.00.
2. That the Mayor and Municipal Clerk are hereby authorized to execute a contract with Wickberg Marine Contracting, Inc. in accordance with the bid submitted by Wickberg Marine Contracting, Inc. and the bid specifications.
3. That a certificate of availability of funds executed by the Chief Financial Officer is annexed hereto. The following are the line item appropriations or ordinances which constitute the availability of funds for this contract: 2018 Budget, Capital Improvement-Bulkhead and Ordinance 2013-09: Reconstruction of Bulkheads.
4. That a certified copy of this resolution, together with a copy of the contract between the parties, be forwarded to the Chief Financial Officer and to Wickberg Marine Contracting, Inc.

Roll Call: English, Valyo, Butkus, Rossi, Hartman and Tallon, all aye.

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Mayor Huelsenbeck mentioned the possible need for a roving person within the borough hall. He felt that this person should be someone separate from Beach Operations personnel.

On a motion by Councilman Rossi, seconded by Councilman English, and all in favor vote, all aye, Mayor Huelsenbeck opened the meeting to the public.

Angela Trampota, 219 W. 28<sup>th</sup> St., had questions regarding the bulkhead project on 28<sup>th</sup> St. and how other projects in the area would flow together. Frank Little answered her questions. Angela also stated that she had a conversation with John Ernst, Ocean County Engineer, regarding the berm at the end of Central Ave. and 28<sup>th</sup> St.

On a motion by Councilman Rossi, seconded by Councilman Butkus, and all in favor vote, all aye, Mayor Huelsenbeck closed the meeting to the public.

On a motion by Councilman Rossi, seconded by Councilman English and all in favor vote, all aye, Mayor Huelsenbeck adjourned the meeting at 10:35 a.m.

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Kathleen Wells, RMC  
Municipal Clerk

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William Huelsenbeck  
Mayor