

April 30, 2018

Special Meeting Minutes  
April 30, 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 Monday, April 30, 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 10:00 a.m. and asked the Clerk to take attendance. The following were present:

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

Kathleen Flanagan, Chief Finance Officer and Brian Logan, Auditor was 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 on April 17, 2018 and advertised in the Beach Haven Times on April 26, 2018, in accordance with the Open Public Meetings Act. This notice was also posted on the bulletin board in the Municipal Building on April 17, 2018.

Mayor Huelsenbeck called for the Proclamation for Robert Beard. On a motion by Councilman Valyo, seconded by Councilman Butkus, this was approved as follows:

**PROCLAMATION  
ROBERT BEARD**

**PROCLAMATION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
IN HONOR OF ROBERT BEARD'S ACHIEVEMENT**

**WHEREAS**, Robert Beard works with "The Arc, Ocean County" and therefore works in Ship Bottom with the janitorial staff; and

**WHEREAS**, Robert is on the "Ocean Rollers Bowling Team" with 125 team mates; and

**WHEREAS**, every year, a group of athletes participate in the "Area 6 Special Olympics, (Monmouth and Ocean Counties); and

**WHEREAS**, in order for an athlete to qualify, they must complete 15 games in 4 months and have a current New Jersey Special Olympic Medical form; and

**WHEREAS**, this year, Ocean Rollers had 55 athletes participate, which means they placed 1<sup>st</sup> or 2<sup>nd</sup> in the Sectional competition and Robert won Silver; and

**WHEREAS**, only 8 Ocean Roller athletes were qualified to move to the New Jersey Spring Sports Festival, which is a competition for athletes from the entire state of New Jersey; and

**WHEREAS**, Robert received a GOLD MEDAL!!

**NOW, THEREFORE BE IT PROCLAIMED** by the Mayor and Council and on behalf of all of us in Ship Bottom, that Robert Beard be honored for his achievement of winning a Gold Medal at the New Jersey Spring Sports Festival.

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

Mayor Huelsenbeck called for Resolution 2018-74: Budget by Title. On a motion by Councilman Hartman, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2018-74  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE READING OF THE 2018 BUDGET  
BY TITLE ONLY**

**WHEREAS**, N.J.S.A. 40A:4-8 provides that the budget may be read by title only at the time of the public hearing, providing that at least one week prior to the date of hearing a complete copy of the approved budget as advertised has been posted in the Municipal Building, with copies available to any persons requesting same, and

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**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, State of New Jersey that the 2018 Municipal Budget be read by title only.

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

Mayor Huelsenbeck called for the 2018 Municipal Budget: Public Hearing. On a motion by Councilman Rossi, seconded by Councilman Butkus and all in favor vote, all aye, the hearing was opened to the public. Having no response from the public, on a motion by Councilman English, seconded by Councilman Butkus and all in favor vote, all aye, the hearing was closed to the public.

Mayor Huelsenbeck called for Resolution 2018-75: Adoption of the 2018 Municipal Budget. On a motion by Councilman Rossi, seconded by Councilman Tallon this was approved as follows:

**RESOLUTION 2018-75  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
ADOPTING THE MUNICIPAL BUDGET FOR 2018**

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, State of New Jersey, that the 2018 Municipal Budget is hereby adopted.

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

Mayor Huelsenbeck called for Resolution 2018-76: Certifying Compliance “Equal Employment Opportunity”. On a motion by Councilman Valyo, seconded by Councilman Rossi this was approved as follows:

**RESOLUTION 2018-76  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
CERTIFYING COMPLIANCE WITH THE UNITED STATES  
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S  
“ENFORCEMENT GUIDANCE ON THE CONSIDERATION  
OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT  
DECISIONS UNDER TITLE VII OF THE  
CIVIL RIGHTS ACT OF 1964”**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” as amended, 42 U.S.C. § 2000e et seq., (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body of the Borough of Ship Bottom have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the Group Affidavit Form of the governing body attached hereto:

**NOW, THEREFORE, BE IT RESOLVED**, this 30<sup>th</sup> day of April, 2018, by the Mayor and governing body of the Borough of Ship Bottom, County of Ocean, State of New Jersey, that the Borough has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Borough Clerk to cause to be maintained and available for inspection a certified copy of this Resolution and the required affidavit to show evidence of said compliance; and

**IT IS FURTEHR RESOLVED** that a certified copy of this Resolution shall be forwarded by the Borough Clerk to the following:

- (a) The Honorable William Huelsenbeck, Mayor;
- (b) Ship Bottom Borough Council Members;
- (c) Kathleen Flanagan, C.F.O.;
- (d) Brian K. Logan, Auditor; and
- (e) Christopher J. Connors, Esquire.

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

Mayor Huelsenbeck called for Resolution 2018-77: Authorizing bids at auction, water-tower lease. On a motion by Councilman Rossi, seconded by Councilman Hartman, this was approved as follows:

**RESOLUTION 2018-77  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE ACCEPTANCE OF BIDS AT AUCTION  
FOR A LEASE ON A SPACE ON THE WATER TOWER**

**WHEREAS**, pursuant to N.J.S.A. 40A:12-14, the Borough of Ship Bottom (“Borough”) is authorized to lease any real property, capital improvement, or personal property not needed for public use; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12-14, the Borough is authorized to lease such real property to a private person to the highest bidder by public auction or open public bidding; and

**WHEREAS**, the Borough has determined that there is one (1) space located on the Borough-owned water tower (“Tower”) located at 106 West 17<sup>th</sup> Street (“Property”) not needed for public use which is sufficient in size and scope for use by private companies for wireless communications facilities; and

**WHEREAS**, the Borough has elected to auction the space on the Tower and at the Property and to set a minimum bid of forty-thousand dollars (\$40,000.00) for the space; and

**WHEREAS**, the Borough has elected to lease the space to the highest bidder pursuant to and in accordance with the terms of the attached Agreement and Public Notice, Instructions, and Specifications attached hereto as Exhibit A and incorporated herein by reference; and

**NOW, THEREFORE, BE IT RESOLVED** that provided the minimum bid is forty-thousand dollars (\$40,000.00) or higher, the Borough approves and authorizes the award of the space on the Tower and at the Property to the highest bidder and authorizes the execution and award of the Agreement attached as Exhibit A pursuant to N.J.S.A. 40A:12-14.

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

Mayor Huelsenbeck called for Resolution 2018-78: Temporary employment, beach operations. On a motion by Councilman English, seconded by Councilman Butkus, this was approved as follows:

**RESOLUTION 2018-78  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING TEMPORARY EMPLOYMENT  
WITHIN BEACH OPERATIONS**

**NOW, THEREFORE, BE IT RESOLVED**, that Kathleen Mulcahy is temporarily employed as a Beach Badge Supervisor within Beach Operations for the 2018 summer season at \$12.00 per hour.

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

Mayor Huelsenbeck called for Resolution 2018-79: Self-examination of the budget. On a motion by Councilman Hartman, seconded by Councilman Tallon, this was approved as follows:

**RESOLUITON 2018-79  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE SELF-EXAMINATION OF THE BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

**WHEREAS**, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Ship Bottom has been declared eligible to participate in the program by the Division of Local government

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Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2018 budget year.

**NOW THEREFORE BE IT RESOLVED** by the governing body of the Borough of Ship Bottom that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate and correctly stated,
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

**BE IT FURTHER RESOLVED** that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption

Roll Call: Butkus, Rossi, Hartman, Tallon, and Valyo, all aye. English, no.

Mayor Huelsenbeck called for Resolution 2018-80: Payment of Municipal Bills. On a motion by Councilman Rossi, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2018-80  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE PAYMENT OF MUNICIPAL BILLS  
IN THE AMOUNT OF \$180,796.82**

**WHEREAS**, the Finance Committee of the Borough of Ship Bottom has examined the vouchers presented for payment.

**NOW, THEREFORE BE IT RESOLVED** that the approved vouchers in the amount of \$180,796.82 to be authorized to be paid upon verification of the Chief Financial Officer that there is sufficient money in the appropriated accounts, subject to adequate signatures and funding.

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

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CURRENT CURRENT FUND					
67542	04/27/18	WELLS005 WELLS FARGO BANK	4,881.22		1230
67543	04/30/18	BUILD010 BUILDING SAFETY CONFERENCE	185.00		1231
67544	04/30/18	ATLAN050 ATLANTIC CITY ELECTRIC	10,629.00		1232
67545	04/30/18	ATLAS010 ATLAS FLASHER CO., INC.	1,551.00		1232
67546	04/30/18	CENTRO10 CENTRAL JERSEY HEALTH INS FUND	5,644.00		1232
67547	04/30/18	DASTI010 DASTI MURPHY MCGUCKIN	3,735.50		1232
67548	04/30/18	ENGEL005 CATHLEEN ENGELSEN	60.00		1232
67549	04/30/18	KEVIN005 KEVIN S. QUINLAN	775.00		1232
67550	04/30/18	LONGB030 LONG BEACH ISLAND HEALTH DEPT.	12,512.50		1232
67551	04/30/18	NJNAT010 N.J. NATURAL GAS	2,496.82		1232
67552	04/30/18	OCMUN010 O.C. MUNICIPAL JOINT INS. FUND	110,920.47		1232
67553	04/30/18	OWENL010 OWEN LITTLE AND ASSOCIATES	9,620.32		1232

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67554 04/30/18 VERIZO10 VERIZON 104.32 1232  
67555 04/30/18 VERIZO20 VERIZON WIRELESS 1,140.70 1232  
67556 05/03/18 BEACH035 BEACH BUMS COMPUTERS 450.00 1234  
67557 05/03/18 LOWES010 LOWES 324.92 1234  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 16 0 165,030.77 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 16 0 165,030.77 0.00

UTILITY UTILITY FUND  
17878 04/30/18 ATLAN050 ATLANTIC CITY ELECTRIC 3,065.10 1233  
17879 04/30/18 NJNAT010 N.J. NATURAL GAS 671.87 1233  
17880 04/30/18 OCMUN010 O.C. MUNICIPAL JOINT INS. FUND 12,029.08 1233  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 3 0 15,766.05 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 3 0 15,766.05 0.00  
Report Totals Paid Void Amount Paid Amount Void  
Checks: 19 0 180,796.82 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 19 0 180,796.82 0.00

Totals by Year-Fund

Fund Description	Fund Budget	Total Revenue	Total G/L	Total Total
CURRENT FUND 8-01	165,030.77	0.00	0.00	165,030.77
WATER/SEWER FUND 8-06	15,766.05	0.00	0.00	15,766.05
Total Of All Funds:	180,796.82	0.00	0.00	180,796.82

Mayor Huelsenbeck called for the request from Waves of Impact for the Annual Surf Clinic. On a motion by Councilman Rossi, seconded by Councilman English, this was approved to be held on August 1<sup>st</sup>. They will coordinate with Keith Stokes, Beach Operations Supervisor regarding the specifics.

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

On a motion by Councilman Rossi, seconded by Councilman Butkus and all in favor vote, all aye, Mayor Huelsenbeck opened the meeting to the public. Having no response from the public, on a motion by Councilman Rossi, seconded by Councilman English and all in favor vote, all aye, Mayor Huelsenbeck closed the meeting to the public.

Kathleen Flanagan talked to the Mayor and Council regarding FEMA. On a motion by Councilman Valyo, seconded by Councilman English authority was given to Kathleen Flanagan to sign off on the documents from FEMA.

On a motion by Councilman Rossi, seconded by Councilman Butkus and all in favor vote, all aye, Mayor Huelsenbeck opened the meeting to the public. Having no response from the public, 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 10:40 am.

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Kathleen Wells, RMC, Municipal Clerk

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William Huelsenbeck, Mayor