

July 25, 2017

Regular Meeting Minutes  
July 25, 2017

The following are the minutes of the Regular Meeting of the Mayor and Council of the Borough of Ship Bottom, which was held on Tuesday, July 25, 2017, in the Borough Hall Council Chambers, located at 1621 Long Beach Boulevard, Ship Bottom, New Jersey.

Mayor Huelsenbeck is absent.

Council President English called the Caucus Meeting to order at 6:31 p.m.

Council President English asked the Clerk to take attendance. The following were present:

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

Mark Pino, Administrator and Kathleen Flanagan, Chief Finance Officer, were present.

Council President English asked the Clerk to read the Statement of Notice. It is as follows:

The time, date and location of this meeting was advertised in the Beach Haven Times, Atlantic City Press and Asbury Park Press. It was also posted on the bulletin board in the Municipal Building, in accordance with the Open Public Meetings Act.

During the Caucus Meeting, the following was discussed:

1. Diane Peterson, Vice President and Senior Consultant with Conner Strong & Buckelew, presented a dividend check in the amount of \$72,402.00 from the Central Jersey Health Insurance Fund.
2. Kathleen Flanagan, Chief Finance Officer, talked about the Corrective Action Report with the Council.
3. Councilman Valyo talked about specific parking within the parking lots on the Borough Hall property.

Council President English called the regular meeting to order at 6:57 p.m. and asked the Clerk to take attendance. The following were present:

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

Council President English asked the Clerk to read the Statement of Notice. It is as follows:

The time, date and location of this meeting was advertised in the Beach Haven Times, Atlantic City Press and Asbury Park Press. It was also posted on the bulletin board in the Municipal Building, in accordance with the Open Public Meetings Act.

Salute to Flag, followed by a Prayer.

Council President English called for the approval of the minutes of the Regular Meeting held on June 27, 2017. On a motion by Councilman Butkus, seconded by Councilman Rossi, the minutes were approved.

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

Council President English called for the Letter of Resignation from Kathleen Flanagan as Deputy Registrar. On a motion by Councilman English, seconded by Councilman Rossi, this resignation to the Registrar was acknowledged by the council.

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

Council President English called for Resolution 2017-113: Payment of municipal bills. On a motion by Councilman Hartman, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2017-113  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE PAYMENT OF MUNICIPAL BILLS  
IN THE AMOUNT OF \$2,357,535.25**

**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 to \$2,357,535.25 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.

Check # Check Date Vendor Amount Paid Reconciled/Void Ref Num  
13CONSTRUCTION CONSTRUCTION ACCOUNT  
1096 07/27/17 LONGB040 LONG BEACH TWP. 2,819.55 1013  
1097 07/27/17 TREAS080 TREASURER, STATE OF NEW JERSEY 2,062.55 1013  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 2 0 4,882.10 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 2 0 4,882.10 0.00

CAPITAL CAPITAL FUND  
1712 07/27/17 CHERR005 CHERRY VALLEY TRACTOR SALES 28,564.10 1014  
1713 07/27/17 LOUBE010 THE LOUIS BERGER GROUP 5,877.86 1014  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 2 0 34,441.96 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 2 0 34,441.96 0.00

CURRENT CURRENT FUND  
66808 07/27/17 3SI 3SI Security Systems, Inc 216.00 1017  
66809 07/27/17 ABBOT050 HERSHEL AND LINDA ABBOTT 950.00 1017  
66810 07/27/17 ACCES005 ACCESS NEW JERSEY, INC. 1,297.14 1017  
66811 07/27/17 ACTUN010 ACTION UNIFORM 32.99 1017  
66812 07/27/17 AMERI020 AMERICAN EAGLE FLAG 429.75 1017  
66813 07/27/17 AMERI040 AMERICAN RED CROSS 195.74 1017  
66814 07/27/17 ASSOC015 ASSOC OF STATE FLOODPLAIN 150.00 1017  
66815 07/27/17 ATLAN050 ATLANTIC CITY ELECTRIC 9,144.00 1017  
66816 07/27/17 ATLAS010 ATLAS FLASHER CO., INC. 398.70 1017  
66817 07/27/17 BARBA010 BARBARA COURTS 75.00 1017  
66818 07/27/17 BEACH020 BEACH HAVEN AUTOMOTIVE, INC. 655.72 1017  
66819 07/27/17 BEACH035 BEACH BUMS COMPUTERS 610.00 1017  
66820 07/27/17 BONNI010 BONNIE R. PETERSON 1,100.00 1017  
66821 07/27/17 BOROU050 BOROUGH OF SHIP BOTTOM-GENERAL 110.50 1017  
66822 07/27/17 BURLINGT BURLINGTON COUNTY ESTC-BCIT 45.00 1017  
66823 07/27/17 CLEAR010 CLEARY, GIACOBBE, ALFIERI & JA 62.80 1017  
66824 07/27/17 COAST010 ATLANTIC PRINTING & DESIGN 266.93 1017  
66825 07/27/17 COLTS Colt's Manufacturing Co., LLC 450.00 1017  
66826 07/27/17 COMCA010 COMCAST CABLE 603.50 1017  
66827 07/27/17 CONTR010 CONTRACTOR SERVICES, INC. 241.31 1017  
66828 07/27/17 DASTI010 DASTI MURPHY MCGUCKIN 1,615.87 1017  
66829 07/27/17 DELAW010 DELAWARE VALLEY PAYROLL 3,951.00 1017  
66830 07/27/17 DOCKS010 DOCKSIDE MARINE SUPPLY CO.INC 89.13 1017  
66831 07/27/17 DOWNS010 DOWN'S FORD 727.28 1017  
66832 07/27/17 DYNAM010 DYNAMIC TESTING SERVICE 3,685.00 1017  
66833 07/27/17 EWILLIAM Edward Williams 135.00 1017  
66834 07/27/17 FARIA010 FARIAS SHIP BOTTOM 320.94 1017  
66835 07/27/17 GANNE010 GANNETT NJ 9.61 1017  
66836 07/27/17 HMANC010 HENRY J. MANCINI & ASSOC., INC 5,387.50 1017  
66837 07/27/17 HOMED010 HOME DEPOT CREDIT SERVICES 886.15 1017  
66838 07/27/17 JBAWARDS JB Awards 235.69 1017  
66839 07/27/17 JERSE010 JERSEY CAPE DIAGNOSTICS 60.00 1017  
66840 07/27/17 JOEYS010 JOEY'S PIZZA 275.00 1017  
66841 07/27/17 KATHL010 KATHLEEN FLANAGAN 176.48 1017  
66842 07/27/17 KEITH001 KEITH STOKES 108.00 1017  
66843 07/27/17 KIRBY010 KIRBY BUILT QUALITY PRODUCTS 642.82 1017  
66844 07/27/17 LAWSO010 LAWSON PRODUCTS, INC. 356.08 1017  
66845 07/27/17 LONGB010 LONG BEACH ISLAND B.O.E. 280,248.75 1017

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66846 07/27/17 LOUBE010 THE LOUIS BERGER GROUP 38.69 1017  
66847 07/27/17 LOWES010 LOWES 35.86 07/27/17 VOID 1017 (Reason: TO CORRECT PO AMT)  
66848 07/27/17 MAGLO010 MAGLOCLN 400.00 1017  
66849 07/27/17 MANAH040 MANAHAWKIN MAGIC WASH 16.34 1017  
66850 07/27/17 MARYANN Maryann Carricarte 75.00 1017  
66851 07/27/17 MCANJ015 MCANJ 175.00 1017  
66852 07/27/17 MGLPR010 MGL PRINTING SOLUTIONS 378.50 1017  
66853 07/27/17 NJNAT010 N.J. NATURAL GAS 125.41 07/31/17 VOID 1017 (Reason: CORRECT ACCT CHG'D)  
66854 07/27/17 OCDEP010 O.C. DEPARTMENT OF FINANCE 1,342,559.50 1017  
66855 07/27/17 OCENG010 O.C. ENGINEERING DEPARTMENT 817.79 1017  
66856 07/27/17 OCROA010 O.C. ROAD DEPARTMENT 22,911.16 1017  
66857 07/27/17 OFFIC010 OFFICE BASICS 298.29 1017  
66858 07/27/17 OWENL010 OWEN LITTLE AND ASSOCIATES 1,774.00 1017  
66859 07/27/17 OXYGE010 OXYGEN SUPPLY CO., INC. 20.00 1017  
66860 07/27/17 PAULV005 PAUL V. FERNICOLA & ASSOCIATES 1,012.50 1017  
66861 07/27/17 PEDRO010 PEDRONI FUEL 3,798.87 1017  
66862 07/27/17 PRONE Endurant Sports (Prone2Paddle) 3,210.00 1017  
66863 07/27/17 SAFEL020 SAFELITE FULFILLMENT, INC. 277.85 1017  
66864 07/27/17 SHAWN005 SHAWN HANNON 108.00 1017  
66865 07/27/17 SHOP001 ShopRite/Perlmart, Inc 158.67 1017  
66866 07/27/17 STATE040 STATE OF NEW JERSEY 225.00 1017  
66867 07/27/17 SUBUR010 SUBURBAN DISPOSAL INC. 27,236.99 1017  
66868 07/27/17 TENNA010 TENNANT MAGEE LAW 105.49 1017  
66869 07/27/17 THESA010 THE SANDPAPER 2,221.75 1017  
66870 07/27/17 TREAS030 TREASURER, STATE OF NEW JERSEY 125.00 1017  
66871 07/27/17 TREAS070 TREASURER, STATE OF NJ/1992GT 9,938.59 1017  
66872 07/27/17 TREAS095 TREASURER, STATE OF NEW JERSEY 25.00 1017  
66873 07/27/17 TUCKE010 TUCKERTON LUMBER COMPANY 732.10 1017  
66874 07/27/17 USBAN045 U.S. BANK CUST FOR PRO CAP 4 1,205.09 1017  
66875 07/27/17 VERIZ010 VERIZON 27.29 1017  
66876 07/27/17 VERIZ020 VERIZON WIRELESS 856.43 1017  
66877 07/27/17 VOGUE005 VOGUE CONSTR. CO INC. 120.00 1017  
66878 07/27/17 WATCH020 WATCHUNG SPRING WATER 249.44 1017  
66879 07/27/17 WEKRE005 W.E. KREWSON INC. 399.00 1017  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 70 2 1,737,442.71 161.27  
Direct Deposit: 0 0 0.00 0.00  
Total: 70 2 1,737,442.71 161.27

DOG TRUST DOG TRUST FUND

1040 07/27/17 NJDEP010 N.J. DEPT. OF HEALTH & SENIOR 19.20 1011  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 1 0 19.20 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 1 0 19.20 0.00

PR-CURRENT PAYROLL ACCT. TRANSFERS

464000 07/06/17 BOROO040 BORO. OF SHIP BOTTOM-PAYROLL 163,110.12 1003  
699684 07/21/17 BOROO040 BORO. OF SHIP BOTTOM-PAYROLL 192,400.57 1009  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 2 0 355,510.69 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 2 0 355,510.69 0.00

PR-UTILITY PAYROLL ACCT. TRANSFERS

699684 07/21/17 BOROO040 BORO. OF SHIP BOTTOM-PAYROLL 4,802.46 1010  
400001 07/25/17 BOROO040 BORO. OF SHIP BOTTOM-PAYROLL 5,525.54 1008  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 2 0 10,328.00 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 2 0 10,328.00 0.00

TRUST GENERAL TRUST

10134 07/27/17 JBAWARDS JB Awards 85.00 1012  
10135 07/27/17 MAKAI010 MAKAI SURF & RESCUE 8,185.00 1012  
10136 07/27/17 MUSHM010 WILLIAM J. GALLACHER 1,500.00 1012  
10137 07/27/17 TUCKE010 TUCKERTON LUMBER COMPANY 22.25 1012  
Checking Account Totals Paid Void Amount Paid Amount Void

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Checks: 4 0 9,792.25 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 4 0 9,792.25 0.00

UTILITY UTILITY FUND

17783 07/10/17 LAYNE005 LAYNE 5,150.00 997  
17784 07/27/17 ATLAN050 ATLANTIC CITY ELECTRIC 3,177.08 1015  
17785 07/27/17 FERGU010 FERGUSON ENTERPRISES 21.22 1015  
17786 07/27/17 HDSUP010 HD SUPPLY WATERWORKS, LTD. 718.00 1015  
17787 07/27/17 JRHEN010 J.R. HENDERSON LABS, INC. 620.00 1015  
17788 07/27/17 MAINP005 MAIN POOL & CHEMICAL CO 161.80 1015  
17789 07/27/17 OCUTI010 O.C. UTILITY AUTHORITY 126,125.00 1015  
17790 07/27/17 ONECA010 ONE CALL CONCEPTS 51.25 1015  
17791 07/27/17 TOWNS010 TOWNSHIP OF STAFFORD 62,082.21 1015  
17792 07/27/17 TREAS040 TREASURER, STATE OF NEW JERSEY 720.00 1015  
17793 07/27/17 USABL010 USA BLUEBOOK 1,251.28 1015  
17794 07/27/17 WATER020 WATER WORKS SUPPLY CO. 535.04 1015  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 12 0 200,612.88 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 12 0 200,612.88 0.00

UTILITY CAPITAL UTILITY CAPITAL

2585 07/27/17 OWENL010 OWEN LITTLE AND ASSOCIATES 4,505.46 1016  
Checking Account Totals Paid Void Amount Paid Amount Void  
Checks: 1 0 4,505.46 0.00  
Direct Deposit: 0 0 0.00 0.00  
Total: 1 0 4,505.46 0.00

Report Totals Paid Void Amount Paid Amount Void

Checks: 96 2 2,357,535.25 161.27  
Direct Deposit: 0 0 0.00 0.00  
Total: 96 2 2,357,535.25 161.27

Totals by Year-Fund

Fund Description	Fund Budget	Total Revenue	Total G/L	Total Total
CURRENT FUND 6-01	675.00	0.00	0.00	675.00
WATER/SEWER FUND 6-06	1,587.38	0.00	0.00	1,587.38
Year Total:	2,262.38	0.00	0.00	2,262.38
CURRENT FUND 7-01	2,091,635.58	0.00	0.00	2,091,635.58
WATER/SEWER FUND 7-06	209,353.50	0.00	0.00	209,353.50
Year Total:	2,300,989.08	0.00	0.00	2,300,989.08
CAPITAL FUND C-04	34,441.96	0.00	0.00	34,441.96
UTILITY CAPITAL FUND C-07	4,505.46	0.00	0.00	4,505.46
Year Total:	38,947.42	0.00	0.00	38,947.42
GRANT FUND G-02	642.82	0.00	0.00	642.82
TRUST-OTHER T-03	9,792.25	0.00	0.00	9,792.25
DOG TRUST T-12	19.20	0.00	0.00	19.20
CONSTRUCTION TRUST T-13	4,882.10	0.00	0.00	4,882.10
Year Total:	14,693.55	0.00	0.00	14,693.55
Total Of All Funds:	2,357,535.25	0.00	0.00	2,357,535.25

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

Council President English called for Resolution 2017-114: Certification of the Annual Audit. On a motion by Councilman Hartman, seconded by Councilman Rossi, this was approved as follows:

**RESOLUTION 2017-114  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

**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 2016 has been filed by a Registered Municipal Accountant with the Municipal Clerk, pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

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

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that 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 attached hereto; 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 regulations 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 (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 (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.**

**NOW, THEREFORE BE IT RESOLVED**, that the Borough Council of the Borough of Ship Bottom, hereby states that it has complied with 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.

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

Council President English called for Resolution 2017-115: Chapter 159, Cops in Shops and 2017-116: Chapter 159, Clean Communities Program. On a motion by Councilman Tallon, seconded by Councilman Butkus, these were approved as follows:

**RESOLUTION 2017-115  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
ASKING THE DIRECTOR OF THE DIVISION OF LOCAL  
GOVERNMENT SERVICES TO APPROVE THE INSERTION  
OF AN ITEM OF REVENUE INTO THE 2017 BUDGET  
FROM COPS IN SHOPS GRANT PROGRAM**

**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 will receive \$3,600.00 from the Cops in Shops Program and wishes to amend its 2017 budget to include a portion of the amount as revenue.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Ship Bottom hereby request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$3,600.00 which is now available as revenue from:

Miscellaneous Revenues  
Special Items of General Revenue Anticipated with  
Prior Written Consent of the Director of Local  
Government Services:  
State and Federal Revenues Off-Set with  
Appropriations: Cops in Shops Grant

**BE IT FURTHER RESOLVED**, that a like sum of \$3,600.00 be and the same is hereby appropriated under the caption of:

General Appropriations  
(A) Operations Excluded from 5% Caps  
State and Federal Programs Off-Set by  
Revenues: Cops in Shops Grant

**BE IT FURTHER RESOLVED**, that the Borough Clerk shall forward two copies of this Resolution to the Director of the Division of Local Government Services.

**RESOLUTION 2017-116  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
INSERTION OF SPECIAL ITEM OF REVENUE  
IN THE 2017 BUDGET FROM THE  
CLEAN COMMUNITIES PROGRAM**

**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 will receive \$9,628.81 from the Clean Communities Program and wishes to amend its 2017 budget to include a portion of the amount as revenue.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Ship Bottom hereby request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$9,628.81 which is now available as revenue from:

Miscellaneous Revenues

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

State and Federal Revenues Off-Set with

Appropriations: Clean Communities Program

**BE IT FURTHER RESOLVED**, that a like sum of \$9,628.81 be and the same is hereby appropriated under the caption of:

General Appropriations

(A) Operations Excluded from 5% Caps

State and Federal Programs Off-Set by

Revenues: Clean Communities Program

**BE IT FURTHER RESOLVED**, that the Borough Clerk shall forward two copies of this Resolution to the Director of the Division of Local Government Services.

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

Council President English called for Resolution 2017-117: Adopting the Employee Handbook. After discussion regarding some specifics in the Manual, on a motion by Councilman Tallon, seconded by Councilman Hartman, this was approved as follows:

**RESOLUTION 2017 -117  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
ADOPTING PERSONNEL POLICIES AND PROCEDURES MANUAL  
AND EMPLOYEE HANDBOOK**

**WHEREAS**, it is the policy of the Borough of Ship Bottom to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

**WHEREAS**, the Governing Body has determined that there is a need to adopt a Policies and Procedures Manual/Employee Handbook to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body that the Policies and Procedures Manual/Employee Handbook dated July, 2017, is hereby adopted and will supersede and replace all prior such policies, manuals and/or handbooks;

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective negotiations 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 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 Borough of Ship Bottom;

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

**BE IT FURTHER RESOLVED** that the Municipal Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Labor Attorney

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shall assist the Municipal Administrator in the implementation of the policies and procedures in this manual.

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

Council President English called for Resolution 2017-118: Deputy Registrar, Sara Gresko. After discussion regarding compensation, on a motion by Councilman Rossi, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2017-118  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPOINTING SARA GRESKO AS  
DEPUTY REGISTRAR**

**WHEREAS**, N.J.S.A. 26:8-17 provides that the Registrar shall appoint a Deputy Registrar to act in his or her absence; and

**WHEREAS**, Kathleen Flanagan has submitted her resignation as Deputy Registrar for the Borough of Ship Bottom as of July 25, 2017; and

**WHEREAS**, Sara Gresko is qualified to be appointed to the position of Deputy Registrar for the Borough of Ship Bottom; and

**WHEREAS**, the Registrar desires to appoint Sara Gresko as a Deputy Registrar in accordance with the provisions of N.J.S.A. 26:8-17 and seeks the confirmation of the governing body.

**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 confirm the appointment of Sara Gresko as Deputy Registrar for the Borough of Ship Bottom.
2. That the appointment of Sara Gresko as Deputy Registrar is for the term of July 26, 2017 until July 25, 2020.
3. That a certified copy of this Resolution shall be forwarded by the Municipal Clerk to Sara Gresko.

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

Council President English called for Resolution 2017-119: Consent to replacement of obsolete equipment, AT&T. On a motion by Councilman Tallon, seconded by Councilman Hartman, this was approved as follows:

**RESOLUTION 2017 -119  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
CONSENTING TO THE REPLACEMENT OF OBSOLETE TELECOMMUNICATION  
EQUIPMENT BY AT&T WIRELESS  
IN ACCORDANCE WITH THE AGREEMENT TO LEASE A PORTION  
OF THE WATER TANK SITE FOR CONSTRUCTION AND OPERATION  
OF WIRELESS ANTENNAS AND EQUIPMENT**

**WHEREAS**, the Borough of Ship Bottom (hereinafter "Borough") previously entered into an agreement with AT&T Wireless (hereinafter "AT&T") for the lease of a portion of the water tank site for the construction of a communications facility including the operation of wireless antennas and equipment (hereinafter "site"); and

**WHEREAS**, AT&T has proposed modifications to the site in order to replace obsolete equipment with new equipment to support its customers' needs and changes in technology including replacing three (3) existing antennas with three (3) new hexport antenna and replace three (3) existing 700MHz RRH with three (3) 700 MHz at RRH on existing water tank and install three (3) new 700 MHz D/E RRH at equipment level; and

**WHEREAS**, in accordance with the provisions of the lease agreement, AT&T has submitted, for prior review and approval, a request for consent together with plans for the replacement of the obsolete equipment with new equipment, a copy of which is in the office of the Municipal Clerk; and

**WHEREAS**, the plans have been reviewed and approved by the Borough Engineer; and

**WHEREAS**, it is the desire of the governing body to consent to the replacement of obsolete equipment by AT&T in accordance with the plans submitted.

**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 consent to the replacement of obsolete equipment in accordance with the plans submitted on behalf of AT&T, a copy of which is in the office of the Municipal Clerk.

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2. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to any and all documents necessary to effectuate the purposes of this resolution.
3. That a certified copy of this resolution shall be forwarded by the Municipal Clerk to the Borough Engineer and to AT&T.

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

Council President English called for the Unfinished business of Ordinance 2017-07: Second reading, public hearing and adoption, parking on Central Ave. On a motion by Councilman Rossi, seconded by Councilman Butkus and all in favor vote, all aye, the public hearing on this ordinance was opened to the public. Seeing no response from the public, on a motion by Councilman Rossi, seconded by Councilman Tallon and all in favor vote, all aye, the public hearing on this ordinance was closed to the public.

On a motion by Councilman Rossi, seconded by Councilman Tallon, Ordinance 2017-07 was adopted as follows:

**ORDINANCE 2017-07  
ORDINANCE OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AMENDING AND SUPPLEMENTING CHAPTER 10.20 OF TITLE 10  
OF THE BOROUGH CODE OF THE BOROUGH OF SHIP BOTTOM  
ENTITLED "TRAFFIC SCHEDULES" SO AS TO REVISE SCHEDULE I  
TO DESIGNATE A CERTAIN PORTION OF CENTRAL AVENUE AS  
NO PARKING**

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

**SECTION 1.** Section 10.20.010 of the Borough Code of the Borough of Ship Bottom entitled "Parking Prohibited" is hereby amended and supplemented to add the following:

Name of Street Sides	East	Location
CR#89 (Central Avenue)	East	From the southerly curb line of 3 <sup>rd</sup> Street to the northerly curb line of 4 <sup>th</sup> Street

**SECTION 2.** Regulatory and warning signs shall be erected and maintained in conformance with the standards prescribed by the Manual of Uniform Traffic Control Devices for Streets and Highways, as adopted by the Commissioner of Transportation.

**SECTION 3.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 4.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 5.** This ordinance shall take effect after second reading and publication as required by law.

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

Council President English called for Ordinance 2017-08: Second reading, public hearing and adoption, salary ordinance. On a motion by Councilman Rossi, seconded by Councilman Tallon and all in favor vote, all aye, the public hearing on this ordinance was opened to the public. Seeing no response from the public, on a motion by Councilman Rossi, seconded by Councilman Butkus and all in favor vote, all aye, the public hearing on this ordinance was closed to the public.

On a motion by Councilman Hartman, seconded by Councilman Tallon, Ordinance 2017-08 was adopted as follows:

**ORDINANCE NO. 2017-08  
AN ORDINANCE OF THE BOROUGH OF SHIP BOTTOM  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
PROVIDING FOR THE METHOD OF FIXING AND DETERMINING ANNUALLY,  
SALARIES, AND RATES OF COMPENSATION TO BE PAID TO ALL PERSONS EMPLOYED  
BY THE BOROUGH OF SHIP BOTTOM, AND PROVIDING FOR THE METHOD OF  
PAYMENT THEREOF.**

**BE IT ORDAINED**, by the Mayor and Council of the Borough of Ship Bottom, in the County of Ocean, State of New Jersey:



**SECTION I**

All persons employed by the Borough of Ship Bottom shall be paid compensation for that employment as may from time to time be fixed by Resolution of the Governing Body of the Borough of Ship Bottom, provided that such compensation shall be within the scale of limits set forth below in Section II.

**SECTION II**

The various employees and personnel of the Borough of Ship Bottom shall be paid salary scales and hourly rates within the framework established below:

<b><u>CLASSIFICATION</u></b>	<b><u>NOT LESS THAN</u></b>	<b><u>NOR MORE THAN</u></b>
Administrator	\$2,000 per annum	\$95,000 per annum
Deputy Administrator	\$500 per annum	\$20,000 per annum
Borough Clerk	\$10,000 per annum	\$90,000 per annum
Deputy Borough Clerk	\$5,000 per annum	\$55,000 per annum
Chief Financial Officer	\$5,000 per annum	\$90,000 per annum
Assistant to Finance Officer	\$5,000 per annum	\$65,000 per annum
Payroll Clerk	\$2,000 per annum	\$16,000 per annum
Administrative Office Assistant	\$8.44 per hour	\$35.00 per hour
Receptionist	\$3,000 per annum	\$35,000 per annum
Tax Collector	\$3,500 per annum	\$85,000 per annum
Deputy Tax Collector	\$500 per annum	\$58,000 per annum
Tax Assessor	\$4,000 per annum	\$42,000 per annum
Tax Assessor Clerk	\$4,000 per annum	\$30,000 per annum
Construction Official	\$12,000 per annum	\$55,000 per annum
Construction Office Assistant/Clerk	\$500 per annum	\$40,000 per annum
Plumbing Sub-Code Official	\$3,000 per annum	\$40,000 per annum
Superintendent, Water/Sewer	\$5,000 per annum	\$60,000 per annum
Foreman, Water/Sewer	\$9.00 per hour	\$30.00 per hour
Water/Sewer Hourly	\$9.00 per hour	\$30.00 per hour
Water/Sewer Clerk	10,000 per annum	\$42,000 per annum
Superintendent, Public Works	\$5,000 per annum	\$100,000 per annum
Foreman I, Public Works	\$16.00 per hour	\$50.00 per hour
Foreman II, Public Works	\$15.00 per hour	\$45.00 per hour
Public Works, Hourly	\$8.44 per hour	\$35.00 per hour
Mechanic	\$10.50 per hour	\$40.00 per hour
Emergency Management, Coordinator	\$100 per annum	\$5,000 per annum
Emergency Management, Deputy Coordinator	\$100 per annum	\$ 3,000 per annum
Fire Marshall	\$300 per annum	\$10,000 per annum
Municipal Court Judge	\$5,000 per annum	\$35,000 per annum
Court Administrator	\$2,000 per annum	\$65,000 per annum
Deputy Court Administrator	\$10.00 per hour	\$55,000 per annum
License Inspector		\$10,000 per annum
Deputy License Inspector		\$10,000 per annum
Registrar		\$10,000 per annum
Deputy Registrar		\$10,000 per annum
Code Enforcement Officer	\$5,000 per annum	\$45,000 per annum
Recycling Coordinator	\$500 per annum	\$15,000 per annum
General Maintenance/Laborer	\$8.44 per hour	\$30.00 per hour
Utility General Maintenance	\$15.00 per hour	\$50,000 per annum
Secretary, Land Use Review Board	\$200 per meeting	
Director of Planning and Zoning	\$200 per annum	\$30,000 per annum
Zoning Officer	\$500 per annum	\$40,000 per annum
Deputy Zoning Officer	\$500 per annum	\$25,000 per annum
Mayor		\$8,000 per annum
Council		\$6,000 per annum
Events Coordinator	\$2,000 per annum	\$8,000 per annum
Beach Operations, Supervisor	\$6,500 per annum	\$25,000 per annum
Beach Badge Supervisor	\$8.44 per hour	\$20.00 per hour
Beach Operations Secretary	\$8.44 per hour	\$15.00 per hour
Beach Badge Checkers	\$8.44 per hour	\$15.00 per hour
Captain of Lifeguards	\$350 per week	\$1,000 per week
Lieutenant of Lifeguards	\$350 per week	\$1,000 per week
Lifeguards	\$350 per week	\$850 per week
Harbor Master	\$8.44 per hour	\$15.00 per hour
Chief of Police	\$20,000 per annum	\$140,000 per annum
Captain of Police	\$20,000 per annum	\$130,000 per annum
Sergeant of Police	\$20,000 per annum	\$120,000 per annum
Senior Patrolman	\$73,000 per annum	\$115,000 per annum
Police Clerk/Secretary	\$14,000 per annum	\$45,000 per annum

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Patrolman 1 <sup>st</sup> Class	\$65,000 per annum	\$110,000 per annum
Patrolman 2 <sup>nd</sup> Class	\$55,000 per annum	\$100,000 per annum
Patrolman 3 <sup>rd</sup> Class	\$50,000 per annum	\$90,000 per annum
Patrolman 4 <sup>th</sup> Class	\$45,000 per annum	\$80,000 per annum
Patrolman 5 <sup>th</sup> Class	\$40,000 per annum	\$75,000 per annum
Patrolman 6 <sup>th</sup> Class	\$35,000 per annum	\$65,000 per annum
Patrolman 7 <sup>th</sup> Class	\$32,000 per annum	\$60,000 per annum
Patrolman 8 <sup>th</sup> Class	\$29,000 per annum	\$55,000 per annum
Patrolman 9 <sup>th</sup> Class	\$26,000 per annum	\$50,000 per annum
SLEO Class II	\$10.00 per hour	\$30.00 per hour
SLEO Class I	\$10.00 per hour	\$30.00 per hour

**SECTION III**

This Ordinance shall provide the sole means of establishing the range of compensation for all regular Borough employees. Nothing contained herein, however, shall prevent the Borough of Ship Bottom from contracting for special professional services which shall be paid for by voucher.

**SECTION IV**

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

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

Council President English called for the correspondence from Cycle4Awareness requesting to ride through Ship Bottom on September 10, 2017. The ride starts in Barnegat Light at 8:00 am, runs to Holgate and finishes in Barnegat Light at approximately 2:00 pm. They are expecting approximately 100-150 participants. On a motion by Councilman Tallon, seconded by Councilman Rossi, this request was approved.

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

The next item of correspondence from the Long Beach Island Local #175 PBA requesting the use of the north side of the Waterfront Park on August 27<sup>th</sup> to hold a Classic Car Show, from 10:00 am until 4:00 pm, was approved with the condition that the boat ramp stay open in a safe manner. On a motion by Councilman Rossi, seconded by Councilman English, this request was approved.

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

Council President English called for the following requests for weddings:

Bill Longeri & Connie Gomez, September 23, 2017 @ 12:30 on the 17<sup>th</sup> St. beach, 20 guests  
Jeff Paetzold & Paige Rollins, September 15, 2017 W 5:00 pm on the 15<sup>th</sup> St. beach, 240 guests

On a motion by Councilman Butkus, seconded by Councilman Rossi, these requests were approved.

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

Council President called for Reports of Committees

Revenue and Finance: Councilman David Hartman

The tax rate was set on July 18, 2017 and is .991 per \$100.00. We are working very hard on getting the bills printed and hoping to have them in the mail by next weeks end. The anticipated due date will be August 28<sup>th</sup>. Tax revenue for July 2017 month to date is \$74,679.96 and of that, \$1,471.80 was interest.

Miscellaneous revenue with notables of municipal court fines and fees of \$10,037.48, seasonal boat ramp \$6,160.00, daily boat ramp \$4,680.00 and tower lease of \$5,927.50.

Public Safety: Councilman Tom Tallon

The public safety report for July 2017 There were 1232 reported activities. There were 5,905 patrol vehicle miles. There were 60 beach, building and business checks. There were also 700 traffic stops, one motor vehicle accidents with injuries, thirty-seven motor vehicle accidents without injuries and one DUI.

Parks and Recreation: Councilman Edward English

The Ship Bottom Beach Patrol's competition team competed in the Red Bull Surf & Rescue Lifeguard Competition on July 18 in Atlantic City placing 7<sup>th</sup> out of 48 teams.

The Long Beach Island Lifeguard Championship also known as the “Island Races” will be held in Ship Bottom on 20<sup>th</sup> Street August 4-5 at 6 PM. Come out and support Ship Bottom!

The Long Beach Island Health Department inspected our beaches this month and we achieved the highest rating of satisfactory.

Waves of Impact, a nonprofit organization based out of Oceanside, California will be visiting our beaches on July 28 to hold a free surf camp for children with autism and other special needs. Some of the best surfers and watermen in the area will be volunteering for a day of surfing and hanging out on the beach. Come check us out on 25<sup>th</sup> Street for a full day of fun in the sun!

The Barnegat Bay Challenge is a 5-mile paddle and row race held every year since 2007 and features both local and off island water enthusiasts. This year the race will take place on August 21 at the Ship Bottom Bay Beach at 6 PM. Registration starts at 5 PM and is \$20 per person.

Beach Statistics for June 17 – July 24, 2017

Beach Attendance, 159,305

Swimmers, 45,563

Surfers, 3,024

First Aid Minor, 22

First Aid Major, 10

Assists, 121

Saves, 28

Lost Children, 13

The month of July saw mostly clear, sunny skies with a maximum average air temperature of 8 degrees F and a water temperature of 68 degrees F.

The Beach Patrol is working at full capacity with 64 lifeguards.

11 new lifeguards were hired this season.

All re-certification classes have been completed and include American Red Cross CPR/AED for the Professional Rescuer, First Aid, and Administering Emergency Oxygen. In addition, all lifeguards have successfully completed the annual Open Water Lifesaving requirements mandated by the NJ Department of Health and the United States Lifesaving Association (USLA).

The Ship Bottom Beach Patrol Lifeguard Invitational “Jack Donlon” Memorial Race was held on July 20 on 20<sup>th</sup> Street in Ship Bottom at 6 PM. Thanks to all teams that competed and congratulations to the Ship Bottom Beach Patrol for their first place win!

As of July 25, 2017 beach badge sales are \$647,354.00 compared to last year at \$649,073.00, which is a difference of -\$1,719.00.

The following are the concerts for the rest of the season:

July 27, Mushmouth-Rock n’ Roll

August 3, E Street Shuffle-Tribute to the Boss

August 10, Moses Livingston and The Raggamuffins-Reggae

August 17, Triple Rail Turn-Country

#### Public Property and Community Affairs: Councilman Joseph Valyo

Construction: There were 22 permits and 4 permit updates, for a total of 26 processed.

The type of work was 17 alteration/renovations, 1 minor work, 5 addition/rehabs, 1 new buildings, 1 addition and 1 demolition. The total revenue was \$7,537.00.

Zoning: 22 zoning permits and 5 resale inspections.

Code Enforcement: Verbal warnings were 9 for unleashed dogs, 50 for illegal signs, 36 for trash, 1 for trailer on street, 7 for overgrown grass, 2 for construction materials on street, for a total of 105 verbal warnings.

There were 8 summons’ for trash and 1 for trailer on street, for a total of 9 summons issued.

Andrew Wohl, of Troop 61 in Manahawkin, New Jersey Eagle project was repairing the “Kids Don’t Float Shed” at the boat ramp and constructing a new shed at the Kayak ramp.

The Cub Scout Pack 61, Den 1 Bears, of Manahawkin, in conjunction with Bob Rossi, painted the mailbox for in front of the Borough Hall for retired American Flags.

We have applied for a Living Shoreline Grant for the area of 12<sup>th</sup> St. and Shore Ave. and the Waterfront Park.

Long Beach Island Health Department: There are monthly blood pressure screenings and

sun safety tips available. The National Night Out is scheduled for August 1 from 5:00 to 9:00 pm at Bayview Park in Brant Beach. This is hosted by the Long Beach Township PBA 373 and the Long Beach Township Police Department.

The Dr. Jan Astin Mobile Digital Mammography Van is scheduled for October 30<sup>th</sup>.

Water/Sewer: Councilman Robert Butkus

Water payments were \$61,583.18, sewer payments were \$75,819.37 for a total of \$137,402.55, including interest of \$287.09.

All metered properties should be paid through the second quarter. Water shut-offs will start next week for all accounts that are delinquent over 60 days.

There were 13,174,000 gallons pumped for the month of June. The department inspected, operated and made all repairs to the water/sewer systems. They also helped with water meter repairs. On July 19<sup>th</sup>, Mayor Huelsenbeck, Frank Little, Councilman Valyo and myself met to discuss the upcoming water meter projects.

Public Works: Councilman Peter Rossi

1. Maintenance and repairs done on all borough vehicles and equipment.
2. Metal, TV and brush picked up. Note: last pick up for brush for season was 6/22/17.
3. Ocean and Bay Beaches entrances shoveled and swept. All handicapped entrances cleared several times as needed. Ocean beach raked and Bay beach back bladed, trash and recycle emptied daily.
4. Grass cutting and weeding and spraying throughout the borough.
5. Filled potholes through the borough, however pothole reported on 18th st. reported by resident unable due to a vehicle parked over hole.
6. Picked up quad for Mr. Stokes in Hammonton, NJ.
7. Two pieces of angle iron on 27th called in by resident.
8. Replaced several broken railings on ocean walkways and 25th street pier. Repaired rubber mat on 20th St.
9. Replaced post at the end of W4th. St. to stop vehicles driving on basketball court.
10. Replaced lifeguard stand at the bay beach, broken seat. Several lifeguard stands pulled out of water, trash cans turned over between 18th and 23rd streets.
11. Removed graffiti from railing on 20th St.
12. No outlet sign put up on 25th St.
13. Raked ball field on 5th St. repairs made on tennis and pickle ball courts. New signs ordered for court areas.
14. Concert signs changed, film festival sign and tarp dropped off at borough hall.
15. Memory bench and pavers installed.
16. Board of Election insisted on the following items to be done so borough hall can be used as a polling place. 1. Van accessible sign to be added to handicap sign. 2. Handicap ramp and door entrance made to be smoother access. Work complete.
17. Restrooms at the boat ramp had to be unplugged. There was a water main brake on Cedar Bonnet Island and the water was shut off. The harbor master wasn't contacted to lock up the restroom causing the problem. People never stopped using the restrooms.
18. Light bulbs replaced at the boat ramp. Ground fault was replaced at restrooms, a guard was put over the panel box.
19. Seaweed has been a problem and has been removed daily.
20. Note: Several sanitary items had to be cleaned up. Not the first time.

On a motion by Councilman English, seconded by Councilman Tallon and all in favor vote, all aye, Council President English opened the meeting to the public.

1. Joanne Carroll, 218 W. 16<sup>th</sup> St., has concerns regarding the amount of parking in the area between 15<sup>th</sup> and 17<sup>th</sup> Streets and Long Beach Blvd. and Central Ave. She is concerned with how close cars are allowed to park to the stop signs, creating a very limited site triangle.

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She stated that this area is very unsafe for everyone including emergency vehicles, cars, pedestrians and bicyclists because of the congestion of vehicles.

2. Ship Bottom Fire Chief Douglas White responded to Joanne Carroll's concern about emergency vehicles getting through the congestion in the streets. The Chief assured her and the council, that they would get through, although at times difficult.

3. Jackie Valerio, 2501 Ocean Ave., agreed that cars are parking too close to stop signs throughout the Borough.

4. Bill Fenimore, 5 Roberts Drive, stated that he is a member of the Land Use Review Board and is on the sub-committee working on the Master Plan Review. He suggested that we use part of our lot for paid parking to the public.

5. Fire Chief Douglas White, talked about the number of calls that the Fire Co. has responded to. He also wanted us to be informed regarding a drill they are holding at a vacant house, (scheduled to be demolished), at 265 W. 11<sup>th</sup> St. on August 1<sup>st</sup> & 2<sup>nd</sup> from 6:30 until 8:30 pm.

6. Rick McDonough, Ship Bottom Fire Co. President, talked about finance issues at the Fire Co. and asked that any funding from the Borough be provided earlier in the year.

7. Barbara Bishop, 1301 Ocean Ave., asked the Council for an ordinance banning firepits.

On a motion by Councilman Rossi, seconded by Councilman Tallon and all in favor vote, all aye, Council President English closed the meeting to the public.

On a motion by Councilman Rossi, seconded by Councilman English and all in favor vote, all aye, Council President English adjourned the meeting at 8:58 pm.

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Kathleen Wells, RMC  
Municipal Clerk

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Edward English  
Council President