

August 27, 2019

Regular Meeting Minutes  
August 27, 2019

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, August 27, 2019, in the Borough Hall Council Chambers, located at 1621 Long Beach Boulevard, Ship Bottom, New Jersey.

Mayor Huelsenbeck called the Caucus Meeting to order at 6:30 p.m. and asked the Clerk to take attendance. The following were present:

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

Kathleen Flanagan, CFO was also 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 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.

Kathleen Flanagan stated that Eli Goldstein, Architect, provided a time-line for the municipal building. She also stated that she had a meeting with the Kite Fest representatives. The Kite Fest will be in Ship Bottom Friday, Saturday and Sunday, October 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup>.

Bill Fenimore, LBI School Board President, 5 Robert Drive, stated there would be a meeting of the Long Beach Island School Board with a presentation of the move of all students to the LBI School.

Todd McClennan, Fire Chief, stated that they have had 213 calls. They will be scheduling a Pierce 107 ft. ladder truck demo at the firehouse. Chief McClennan thanked the Council for the road striping that was done and asked for additional striping on 21<sup>st</sup> Street. He asked that demolition fees be waived for the houses that are donated to the Fire Co. for drills. He thanked the Clerk for her years of service.

Mayor Huelsenbeck called the Regular Meeting to order at 6:37 p.m. and asked the Clerk to take attendance. The following were present:

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

Kathleen Flanagan, CFO was also 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 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.

Mayor Huelsenbeck called for the approval of the minutes of the Regular Meeting held on July 23, 2019. On a motion by Councilman Tallon, seconded by Councilman English, the minutes were approved.

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

Mayor Huelsenbeck called for the approval of the minutes of the Executive Session Meeting held on June 25, 2019. On a motion by Councilman Tallon, seconded by Councilman Valyo, the minutes were approved.

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



August 27, 2019

Mayor Huelsenbeck called for the approval of the minutes of the Executive Session Meeting held on July 23, 2019. On a motion by Councilman Tallon, seconded by Councilman Valyo, the minutes were approved.

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

Mayor Huelsenbeck called for the first item of new business: Resignation; Kathleen Wells. On a motion by Councilman English, seconded by Councilman Tallon, this resignation was accepted.

July 19, 2019

Dear Mayor Huelsenbeck and Borough Council:

First and foremost, I would like to thank you for the opportunity to work in the Borough of Ship Bottom. It has been a journey and a pleasure.

I am submitting my resignation with my last day in your employ to be September 17<sup>th</sup>, 2019.

Sincerely,

Kathleen Wells, RMC, CMR

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

Mayor Huelsenbeck called for Resolution 2019-109: Approval of Separation Agreement, Kathleen Wells. On a motion by Councilman English, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2019-109  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPROVING A SEPARATION AND RELEASE AGREEMENT  
BETWEEN THE BOROUGH OF SHIP BOTTOM  
AND KATHLEEN WELLS**

**WHEREAS**, Kathleen Wells has been employed as the Municipal Clerk/Registrar of the Borough of Ship Bottom; and

**WHEREAS**, the Borough and Kathleen Wells have agreed to a Separation and Release Agreement to fully and finally resolve all matters related to the employment relationship between them; and

**WHEREAS**, the Borough wishes to approve the Separation and Release Agreement in substantially the form attached hereto.

**NOW, THEREFORE BE IT RESOLVED** as follows:

1. The Borough approves the Separation and Release Agreement between the Borough and Kathleen Wells in substantially the same form as is attached hereto; and
2. The Mayor is authorized to execute the Separation and Release Agreement and to perform such other ministerial tasks as needed to effectuate the provisions of this resolution on behalf of the Borough.

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

Mayor Huelsenbeck called for Resolution 2019-126: Honoring Kathleen Wells. On a motion by Councilman Butkus, seconded by Councilman Valyo, this was approved as follows:

**RESOLUTION 2019-126  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
HONORING KATHLEEN WELLS FOR HER OUTSTANDING  
SERVICE TO THE BOROUGH OF SHIP BOTTOM**

**WHEREAS**, Kathleen Wells has faithfully and competently served the Borough of Ship Bottom for over 15 years as an outstanding Acting Municipal Clerk, Municipal Clerk, Registrar, Celebrations Coordinator and most recently Borough Manager; and

**WHEREAS**, Kathleen Wells is an esteem member of the Municipal Clerk's Association of New Jersey and the Ocean County Municipal Clerk's Association where she served as Treasurer and Vice President and also served on the Education Committee and is widely recognized for her knowledge and experience in the operation of the Office of the Municipal Clerk; and



**WHEREAS**, Kathleen Wells was instrumental in obtaining easement agreements from oceanfront homeowners after SuperStorm Sandy necessary for the success of the beach replenishment program and worked tirelessly with the Army Corp of Engineers and New Jersey Department of Environmental Protection until its completion; and

**WHEREAS**, her uncommon degree of public spiritness has also been demonstrated through her outstanding efforts in volunteering and contributing to community activities such as the Annual Long Beach Island Christmas Parade and various concert, programs and events held at the Waterfront Park where she has given generously of her time and energy; and

**WHEREAS**, within the spheres of her life and work, Kathleen Wells has established a model to emulate and set a standard of excellence toward which others might strive; and

**WHEREAS**, the Mayor and governing body stand in grateful recognition of her significant contributions to the citizens of the Borough of Ship Bottom and all of Long Beach Island.

**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 honor and congratulate Kathleen Wells and commends her meritorious record of service and commitment and extends best wishes for continued success in all her future endeavors.

2. That a duly authentic copy of this Resolution signed by the Mayor and attested by the Deputy Clerk be transmitted to Kathleen Wells.

#### **CERTIFICATION**

I, William Huelsenbeck, Mayor of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Borough of Ship Bottom at a meeting held on the 27<sup>th</sup> day of August 2019.

Sara Gresko, RMC, Deputy Clerk

William Huelsenbeck  
Mayor of the Borough of Ship Bottom

Mayor Huelsenbeck called for Resolution 2019-110: Payment of municipal bills. On a motion by Councilman English, seconded by Councilman Hartman, this was approved as follows:

#### **RESOLUTION 2019-110 RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE PAYMENT OF MUNICIPAL BILLS IN THE AMOUNT OF \$1,231,082.66**

**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 \$1,231,082.66 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: Hartman, Tallon, English, Valyo, Butkus and Rossi, all aye.

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
18-00951	11/26/18	PRONE	ENDURANT SPORTS, LLC RESCUE BOARDS & FIN BELTS	Open	12,438.00		
19-00001	01/03/19	ACCES005	ACCSES NEW JERSEY, INC. JANITORIAL SERVICES	Open	2,531.10		
19-00002	01/03/19	AMERIO55	AMERICAN WEAR INC UNIFORM CLEANING	Open	195.00		
19-00003	01/03/19	APPRI005	APPRIVER, LLC SPAM BLOCKER	Open	252.00		
19-00004	01/03/19	BEACH020	BEACH HAVEN AUTOMOTIVE, INC. AUTO PARTS AND SUPPLIES	Open	342.88		
19-00005	01/03/19	BONNIO10	BONNIE R. PETERSON PROFESSIONAL SERVICES RENDERED	Open	1,100.00		
19-00006	01/03/19	CENTRO10	CENTRAL JERSEY HEALTH INS FUND DENTAL & VISION COVERAGE	Open	2,904.00		
19-00007	01/03/19	COAST020	COASTAL SIGN & DESIGN SIGNAGE, PLAQUES, BENCH BOARDS	Open	400.00		
19-00008	01/03/19	DASTIO10	DASTI MURPHY MCGUCKIN PROFESSIONAL SERVICES RENDERED	Open	3,088.05		
19-00009	01/03/19	DELAWO10	DELAWARE VALLEY PAYROLL PAYROLL PROCESSING SERVICES	Open	1,038.50		
19-00010	01/03/19	HOMEDO10	HOME DEPOT CREDIT SERVICES MATERIALS AND SUPPLIES	Open	149.39		
19-00011	01/03/19	JRHEN010	J.R. HENDERSON LABS, INC. LAB TESTING	Open	725.00		
19-00014	01/03/19	LOWES010	LOWES MATERIALS AND SUPPLIES	Open	38.62		
19-00015	01/03/19	MAINPO05	MAIN POOL & CHEMICAL CO CHEMICAL SUPPLIES	Open	323.40		
19-00017	01/03/19	NJSHBP01	NJSHBP-Div of Pensions/Benefit ANNB. EMPLOYEE HEALTH CARE	Open	49,933.12		
19-00018	01/03/19	NJNAT010	N.J. NATURAL GAS NATURAL GAS SUPPLY	Open	215.15		
19-00020	01/03/19	OFFIC010	OFFICE BASICS MPS XEROX BILLING	Open	1.05		
19-00021	01/03/19	ONECA010	ONE CALL CONCEPTS MARK OUTS	Open	36.72		
19-00022	01/03/19	OXYGE010	OXYGEN SUPPLY CO., INC. MEDIUM ACETYLENE 244 OXYGEN	Open	28.00		
19-00023	01/03/19	PEDRO010	PEDRONI FUEL UNLEADED & DIESEL FUEL SUPPLY	Open	6,157.84		
19-00024	01/03/19	SOUTH060	SOUTHERN REG. SCHOOL DISTR REGIONAL SCHOOL TAXES	Open	268,068.75		
19-00025	01/03/19	TOWNS010	TOWNSHIP OF STAFFORD ANNUAL MANAGEMENT SERVICES	Open	9,260.90		
19-00026	01/03/19	TUCKE010	TUCKERTON LUMBER COMPANY MATERIALS AND SUPPLIES	Open	607.90		



19-00027 01/03/19 VERIZ010 VERIZON TELEPHONE SERVICES Open 125.58  
 19-00028 01/03/19 VERIZ020 VERIZON WIRELESS CELL PHONES & MDT UNITS Open 1,143.74  
 19-00029 01/03/19 WATER020 WATER WORKS SUPPLY CO. PARTS AND SUPPLIES Open 882.54  
 19-00030 01/03/19 WATCH020 WATCHUNG SPRING WATER SPRING WATER DELIVERY, COOLERS Open 300.50  
 19-00034 01/03/19 TENNA010 TENNANT MAGEE LAW PROFESSIONAL SERVICES RENDERED Open 3,463.70  
 19-00048 01/08/19 STAND010 STANDARD INSURANCE CO. SHORT-TERM DISABILITY Open 572.86  
 19-00168 02/15/19 THOMP010 Thomson Reuters - West CLEAR Law Enforcement system Open 140.00  
 19-00230 03/11/19 ALLCO005 ALL COVERED IT SERVICES/KONICA MINOLTA Open 1,375.00  
 19-00348 05/01/19 THEGO005 THE GOLDSTEIN PART. PART 1/DESIGN & REIMB EXPENSES Open 10,720.00  
 19-00357 04/24/19 SKYLI005 SKYLINE EQUIPMENT LLC TRAILER FOR LG RESCUE BOARDS Open 5,988.00  
 19-00475 06/20/19 BELSO010 BELSON OUTDOORS, INC. Benches x15 Open 7,245.53  
 19-00499 06/26/19 DOWNS010 DOWN'S FORD BOB'S RANGER/FLOOR MAT SET Open 149.18  
 19-00500 06/26/19 BARLO010 BARLOW BUICK/GMC PW 4500 CHEVY/BOLTS, NUTS, ETC. Open 101.80  
 19-00503 06/27/19 GALLS010 GALLS, LLC Nash Clothing Open 103.95  
 19-00504 06/27/19 GALLS010 GALLS, LLC Department Order Open 152.93  
 19-00520 07/03/19 STATE030 STATE TOXICOLOGY LABORATORY Drug Tests P.D. Open 180.00  
 19-00521 07/03/19 GTBMO10 G.T.B.M. INC. Officer Equipment Order Open 570.40  
 19-00526 05/13/19 ALLCO005 ALL COVERED EXTENDED SERVICE AGREEMENT Open 1,883.00  
 19-00527 07/09/19 CONTR010 CONTRACTOR SERVICES, INC. GAS TANK FOR WEED WACKER Open 30.39  
 19-00544 05/15/19 ALLCO005 ALL COVERED NEW SERVER CONFIGURATION Open 6,007.98  
 19-00545 06/07/19 ALLCO005 ALL COVERED RACK SHELF FOR SERVER Open 77.00  
 19-00546 07/10/19 THIST010 THIS & THAT UNIFORMS Tretola Shirt Order Open 290.00  
 19-00547 07/10/19 THIST010 THIS & THAT UNIFORMS Holloway Shirt Order Open 235.00  
 19-00548 07/10/19 THIST010 THIS & THAT UNIFORMS Nash Clothing Open 400.00  
 19-00553 07/16/19 MGLPR010 MGL PRINTING SOLUTIONS 1000 LASER 2UP WB SHEETS Open 365.00  
 19-00556 07/16/19 USABLO10 USA BLUEBOOK CHLORINE PUMP PARTS/WATERPLANT Open 1,300.47  
 19-00559 07/17/19 SHORE060 SHORE PROMOTIONS 2019 LIT TOURNAMENT SHIRTS Open 3,361.50  
 19-00561 07/17/19 OTROP010 OCEAN TROPHIES 2019 LIT TOURNAMENT MEDALS Open 772.86  
 19-00563 07/15/19 EDWAR030 EDWARDS TIRE CO. INC. PD 2848 TIRES Open 540.00  
 19-00564 07/18/19 ATLAS010 ATLAS FLASHER CO., INC. 30"x30" HI-SLOW-BLACK/YELLOW Open 337.50  
 19-00567 07/19/19 SIRCH010 SIRCHIE FINGERPRINT LAB Department Order-gloves Open 92.39  
 19-00584 07/19/19 ATLAN050 ATLANTIC CITY ELECTRIC ELECTRICITY Open 1,421.08  
 19-00605 07/25/19 EDWAR030 EDWARDS TIRE CO. INC. PW 06 FORD F250 TIRE Open 129.77  
 19-00606 07/24/19 WBMAS010 W.B. MASON OFFICE SUPPLIES Open 740.04  
 19-00608 07/19/19 GALLS010 GALLS, LLC Holloway Clothing Order Open 70.95  
 19-00610 07/23/19 FERGU010 FERGUSON ENTERPRISES INC MOBILE BATHROOM PLUMB. SUPPL Open 24.21  
 19-00611 07/29/19 VOGUE005 VOGUE CONSTR. CO INC. BLACK MULCH FOR 4TH ST PARK Open 175.00  
 19-00612 07/29/19 NJPLA010 N.J. PLANNING OFFICIALS Board Member Bundle Open 72.00  
 19-00614 07/29/19 ATLAS010 ATLAS FLASHER CO., INC. STREET SIGNS Open 277.75  
 19-00615 07/30/19 NJSTA020 N.J. STATE LEAGUE OF MUNICIPAL MUNICIPAL CLERK AD Open 160.00  
 19-00616 07/30/19 DARLE010 DARLENE SILLITOE Transcriptions-Hotel LBI Open 1,665.00  
 19-00617 07/29/19 THIST010 THIS & THAT UNIFORMS Sean Frank Uniforms Open 110.00  
 19-00618 07/29/19 ACTUN010 ACTION UNIFORM Frank Uniform Open 89.00  
 19-00620 07/16/19 BARBA010 BARBARA COURTS COURT RECORDING 7/16/19 Open 75.00  
 19-00621 08/01/19 BOROO040 BORO. OF SHIP BOTTOM-PAYROLL PR 8/2/19 Open 188,575.17  
 19-00622 08/01/19 BOROO040 BORO. OF SHIP BOTTOM-PAYROLL PR 8/2/19 Open 6,055.87  
 19-00624 08/06/19 USPOS010 U.S. POSTAL SERVICE BULK RATE MAILING Open 1,000.00  
 19-00625 08/06/19 CONTR010 CONTRACTOR SERVICES, INC. FS 70R STIHL WEED WACKER Open 230.00  
 19-00627 08/07/19 TREAS020 TREASURER, STATE OF N.J. PERMIT APPLIC. FEE/WATER PLANT Open 12,000.00  
 19-00629 08/07/19 VOGUE005 VOGUE CONSTR. CO INC. 5 YDS BLACK MULCH Open 175.00  
 19-00630 07/31/19 SPEAK010 SPEAKEASY PIZZA PIZZA FOR LIT YEAR-END PARTY Open 400.00  
 19-00631 08/12/19 OCMAY010 O.C. MAYORS ASSOCIATION 2019 MEMBERSHIP DUES Open 200.00  
 19-00632 07/07/19 SHORE060 SHORE PROMOTIONS TOURNAMENT T-SHIRTS/DONLON MEM Open 2,550.00  
 19-00635 08/15/19 WBMAS010 W.B. MASON OFFICE SUPPLIES Open 611.98  
 19-00637 08/15/19 JERSE010 JERSEY CAPE DIAGNOSTICS SENIOR BEACH BADGES Open 13.65  
 19-00638 08/15/19 BOROO040 BORO. OF SHIP BOTTOM-PAYROLL PR 8/16/19 Open 189,731.03  
 19-00639 08/15/19 BOROO040 BORO. OF SHIP BOTTOM-PAYROLL PR 8/16/19 Open 6,050.06  
 19-00641 08/13/19 SUP010 Suplee, Clooney & Company PREPARATION LBI SCHOOL SDS Open 425.00  
 19-00642 08/12/19 SUP010 Suplee, Clooney & Company 2018 AUDIT, AFS, ADS/2019 BUDGET Open 39,750.00  
 19-00643 07/31/19 LANGU010 LANGUAGE SERVICES ASSOCIATES INTERPRETING BY PHONE 7/16 Open 8.40  
 19-00644 07/30/19 CLEAR010 CLEARLY, GIACOBBE, ALFIERI & JA PROF. SERVICES RENDERED Open 409.20  
 19-00645 07/11/19 OCENG010 O.C. ENGINEERING DEPARTMENT 2ND QTR. 2019 SCHEDULE "C" Open 818.05  
 19-00646 07/24/19 JBAWARDS JB Awards LIFEGUARD TOURNAMENT AWARDS Open 370.60  
 19-00647 08/08/19 FARIA010 FARIAS SHIP BOTTOM LIFEGUARD TRAINING PADDLEBOARD Open 2,000.00  
 19-00648 08/02/19 CHRISO25 CHRISTOPHER HEISER RETURN OF ESCROW DKT 19-09 Open 253.50  
 19-00650 08/09/19 EDMUN010 EDMUNDS & ASSOCIATES TAX BILLS Open 598.57  
 19-00651 07/25/19 LAWSO010 LAWSON PRODUCTS, INC. MISC. SUPPLIES ORDER Open 315.99  
 19-00653 07/31/19 FERGU010 FERGUSON ENTERPRISES INC SPRINKLER PARTS 20TH ST PARK Open 20.47  
 19-00655 08/12/19 LONGBO40 LONG BEACH TWP. Reimb/fees collected July 2019 Open 1,891.45  
 19-00656 08/05/19 SHORE060 SHORE PROMOTIONS 2019 BARNEGAT BAY CHALLENGE Ts Open 1,320.00  
 19-00658 08/15/19 ATLAN050 ATLANTIC CITY ELECTRIC ELECTRICITY Open 14,349.52  
 19-00659 08/20/19 BARBA010 BARBARA COURTS COURT RECORDING 8/20/19 Open 75.00  
 19-00660 07/17/19 DANIELS Maureen F Daniels CALL OUT 7/17/19 Open 50.00  
 19-00661 08/01/19 MARYANN Maryann Carricarte COURT RECORDER Open 75.00



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19-00662 07/09/19 EAST010 EASTERN WAREHOUSE DISTRIBUTORS JULY INVOICES Open 1,015.58  
19-00663 08/01/19 SUBUR010 SUBURBAN DISPOSAL INC. SOLID WASTE & RECYCLING - JUL Open 43,503.17  
19-00664 03/05/19 GLUCK010 GLUCK WALRATH LLP PROFESSIONAL SERVICES RENDERED Open 3,388.00  
19-00665 08/06/19 TMASS005 T & M ASSOCIATES PROFESSIONAL ENGINEERING SERV. Open 1,133.50  
19-00666 08/19/19 OWENL010 OWEN LITTLE AND ASSOCIATES LUB/MESP LLC DKT 17-02 Open 330.00  
19-00667 08/18/19 OWENL010 OWEN LITTLE AND ASSOCIATES LUB/ShORE PROSPECTS DKT 16-07 Open 280.00  
19-00668 08/18/19 OWENL010 OWEN LITTLE AND ASSOCIATES LUB/701 CENTRAL AVE DKT 18-05 Open 100.00  
19-00669 08/18/19 OWENL010 OWEN LITTLE AND ASSOCIATES LUB/DAMATO DKT 19-12 Open 470.00  
19-00670 07/29/19 OWENL010 OWEN LITTLE AND ASSOCIATES CURB INSP/VARIOUS INVOICES Open 250.00  
19-00671 08/19/19 MESPL005 MESP, LLC RELEASE OF ESCROW Open 9,050.69  
19-00672 08/21/19 OWENL010 OWEN LITTLE AND ASSOCIATES VARIOUS INVOICES Open 37,669.13  
19-00673 07/17/19 STUAR010 STUART SNYDER, ESQUIRE PUBLIC DEFENDER SERVICES Open 400.00  
19-00674 08/15/19 COMCA010 COMCAST CABLE TV/INTERNET/CABLE Open 905.67  
19-00675 08/15/19 COMCA015 COMCAST CABLE TRUNK PRI/TRUNK BTN - AUG 2019 Open 379.84  
19-00676 07/19/19 NJPRE010 N.J. PRESS MEDIA SOLUTIONS ADVERTISING Open 192.92  
19-00677 08/10/19 WALTBO10 WALTERS BICYCLES PD bicycle repair Open 20.00  
19-00678 08/07/19 WALTBO10 WALTERS BICYCLES PD bicycle repair Open 65.00  
19-00679 07/24/19 NEVRO010 NEVRON ELECTRICAL CONTRACT LED LIGHTING BRIDGE DISPLAY Open 3,850.00  
19-00680 08/27/19 DIVIS005 Division of State Police-SBI BACKGROUND CHECK Open 18.00  
19-00690 08/05/19 TREAS070 TREAS., STATE OF NJ/1992GT 1992 NJ GREEN TRUST PMT #23 Open 9,938.59  
19-00692 07/30/19 USBAN010 U.S. BANK AS CUSTODIAN 1999A NJEIT - PRINCIPAL Open 144,962.70  
19-00693 07/30/19 BANKO010 BANK OF NEW YORK MELLON 2008A NJEIT (CW) - PRINCIPAL Open 29,680.55  
19-00694 07/30/19 BANKO010 BANK OF NEW YORK MELLON 2008A NJEIT (DW) PRINCIPAL Open 59,267.65 0.

Totals by Year-Fund

Fund Description	Fund Budget	Total Revenue	Total G/L	Total Project	Total Total
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CURRENT FUND 8-01	12,438.00	0.00	0.00	0.00	12,438.00
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CURRENT FUND 9-01	837,630.23	0.00	0.00	0.00	837,630.23
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WATER/SEWER FUND 9-06	309,997.92	0.00	0.00	0.00	309,997.92
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9-11	0.00	0.00	0.00	10,734.19	10,734.19
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Year Total:	1,147,628.15	0.00	0.00	10,734.19	1,158,362.34
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CAPITAL FUND C-04	38,488.62	0.00	0.00	0.00	38,488.62
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UTILITY CAPITAL FUND C-07	3,388.00	0.00	0.00	0.00	3,388.00
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Year Total:	41,876.62	0.00	0.00	0.00	41,876.62
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TRUST-OTHER T-03	16,514.25	0.00	0.00	0.00	16,514.25
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CONSTRUCTION TRUST T-13	1,891.45	0.00	0.00	0.00	1,891.45
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Year Total:	18,405.70	0.00	0.00	0.00	18,405.70
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Total Of All Funds:	1,220,348.47	0.00	0.00	10,734.19	1,231,082.66
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CALLAN & MOELLER CONSTRUCTION 2073	2,294.25				
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JIF PARTNERS C 18-29	125.00				
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POOLE, STEPHEN/OUTRIGGER CONDO C 19-14	125.00				
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MESP, LLC DKT 13-28	4,670.72				
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MESP, LLC DKT 14-21	801.16				
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MESP, LLC DKT 14-29	839.56				
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SHORE PROSPECTS DKT 16-07	280.00				
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MESP DKT 17-02	775.00				
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701 CENTRAL AVENUE, LLC DKT 18-05	100.00				
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HEISER, CHRISTOPHER DKT 19-09	253.50				
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DAMATO, JOSEPH DKT 19-12	470.00				
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Total Of All Projects:	10,734.19				
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Mayor Huelsenbeck called for Resolution 2019-111: Kathleen Pasqualini. On a motion by Councilman Tallon, seconded by Councilman English, this was approved as follows:

**RESOLUTION 2019-111  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING AN INCREASE IN THE STIPEND FOR  
KATHLEEN PASQUELINI FOR PAYROLL DUTIES**

**WHEREAS**, Kathleen Pasquelini has an agreement regarding additional payroll duties for the Borough of Ship Bottom; and

**WHEREAS**, this resolution authorizes an increase in the stipend by \$300.00 which will raise the stipend from \$2500.00 to \$2800.00.

**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 Kathleen Pasquelini will receive a stipend of \$2800.00 for payroll duties, which is an increase of \$300.00, effective July 1, 2019.



2. That a certified copy of this resolution shall be forwarded by the Municipal Clerk to the Chief Financial Officer of the Borough of Ship Bottom and Kathleen Pasqualini.

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

Mayor Huelsenbeck called for Resolution 2019-112: Chapter 159. Recycling Tonnage Grant. On a motion by Councilman Valyo, seconded by Councilman Hartman, this was approved as follows:

**RESOLUTION 2019-112  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
INSERTION OF SPECIAL ITEM OF REVENUE  
IN THE 2019 BUDGET FROM THE  
RECYCLING TONAGE GRANT**

**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 \$8,732.55 from the Recycling Tonnage Grant and wishes to amend its 2019 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 2019 in the sum of \$8,732.55 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: Recycling Tonnage Grant

**BE IT FURTHER RESOLVED**, that a like sum of \$8,732.55 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: Recycling Tonnage 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.

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

Mayor Huelsenbeck called for Resolution 2019-113: cancelation of grant receivables and reserves. On a motion by Councilman Hartman, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2019-113  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE CANCELAN OF CURRENT  
GRANT RECEIVABLES AND GRANT RESERVES**

**WHEREAS**, certain current grant receivables and grant reserves balances remain dedicated to projects now completed; and

**WHEREAS**, the balances are no longer active, and it is necessary to formally cancel said balances;

**NOW THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Ship Bottom that the following balances be cancelled:

Grant Receivables:	
2016 CDBG	\$ 3,600.00
2018 CDBG	\$ 257.91
Grant Reserves:	
2016 CDBG	\$ 507.50



August 27, 2019

2018 CDBG	\$ 257.91
Recycling Enhancement	\$ 2,478.50
Coastal Zone Mgt	\$15,000.00

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

Mayor Huelsenbeck called for Resolution 2019-114: Extension of due date for 3<sup>rd</sup> quarter taxes. On a motion by Councilman Hartman, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2019-114  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING AN EXTENSION OF THE DUE DATE  
FOR 3<sup>RD</sup> QUARTER TAXES**

**WHEREAS**, Ship Bottom received the 2019 tax rate at a late date; and

**WHEREAS**, the due date for the 3<sup>rd</sup> quarter tax installment needs to be extended to September 6<sup>th</sup>, 2019.

**NOW THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Ship Bottom as follows:

1. The due date for the 3<sup>rd</sup> quarter tax installment is extended to September 6<sup>th</sup>, 2019.
2. There will be no grace period and interest on payments received after September 6, 2019 will revert back to August 1, 2019.

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

Mayor Huelsenbeck called for Resolution 2019-115: Off-duty police officers, rate of compensation. On a motion by Councilman Tallon, seconded by Councilman Valyo, this was approved as follows:

**RESOLUTION 2019-115  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
SETTING THE RATE OF COMPENSATION FOR  
OFF-DUTY POLICE OFFICERS**

**WHEREAS**, Ordinance 2019-15 authorizes the rate of compensation for off-duty police officers to be set by resolution.

**NOW THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Ship Bottom as follows:

1. The hourly rate to be charged for off-duty police officers shall be \$90.00 per hour.
2. The police officer will be paid \$65.00 per hour with the balance being retained by the Borough for administration.

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

Mayor Huelsenbeck called for Resolution 2019-116: Certification of the Annual Audit. On a motion by Councilman Tallon, seconded by Councilman Hartman, this was approved as follows:

**RESOLUTION 2019-116  
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 2018 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: Hartman, Tallon, English, Valyo, Butkus and Rossi, all aye.

Mayor Huelsenbeck called for Resolution 2019-117: Appointment of Temporary Event Coordinator. On a motion by Councilman English, seconded by Councilman Hartman, this was approved as follows:

**RESOLUTION 2019-117  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPOINTING VIENNE PETERS AS  
TEMPORARY EVENT COORDINATOR**

**WHEREAS**, Kathleen Wells is the Event Coordinator and is leaving the employ of the Borough of Ship Bottom, which leaves a vacancy in the position; and

**WHEREAS**, the Borough and Vienne Peters would like Vienne to fill this position temporarily.

**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 Vienne Peters is appointed as Event Coordinator for a probationary period from September 1, 2019 until December 31, 2019 and will receive a stipend of \$1700.00 for these duties.
2. That a certified copy of this resolution shall be forwarded by the Municipal Clerk to the Chief Financial Officer of the Borough of Ship Bottom and Vienne Peters.

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

Mayor Huelsenbeck called for Resolution 2019-118: Appointment of Joseph D. Coronato, Special Counsel. On a motion by Councilman Tallon, seconded by Councilman Butkus, this was approved as follows:

**RESOLUTION 2019 -118  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPOINTING JOSEPH D. CORONATO, ESQ. OF THE  
FIRM OF BRADY & KUNZ AS SPECIAL COUNSEL  
FOR THE BOROUGH OF SHIP BOTTOM**

**WHEREAS**, from time to time because of a conflict of interest or other reasons, the need for special counsel as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the governing body desires to appoint Joseph D. Coronato, Esq. of the firm of Brady & Kunz as special counsel; and



**WHEREAS**, the anticipated term of this contract is from August 1, 2019 until December 31, 2019; and

**WHEREAS**, Joseph D. Coronato, Esq. completed and submitted a Business Entity Disclosure Certification which certifies that Joseph D. Coronato, Esq. has not made any reportable contributions to a political or candidate committee in the Borough of Ship Bottom in the previous one year, and that the contract will prohibit Joseph D. Coronato, Esq. from making any reportable contributions through the term of the contract; and

**WHEREAS**, Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. requires that a Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

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

- a. That Joseph D. Coronato, Esq. is hereby appointed as special counsel to represent the Borough.
- b. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to the agreement with Joseph D. Coronato, Esq. in accordance with the provisions of this Resolution.
- c. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because it is for services to be performed by a person(s) authorized by law to practice a recognized profession.
- d. That the agreement shall be an open-ended contract with funds being encumbered contingent upon the availability of funds in the budget year. The terms of the contract shall be from August 1, 2019 to December 31, 2019 or upon 30 days written notice by either party. No services shall be rendered under the contract until the Chief Financial Officer has certified the availability of funds for such services.
- e. That a certified copy of this Resolution shall be forwarded to the Chief Financial Officer and to Joseph D. Coronato, Esq.
- f. A notice of this action shall be printed once in the official newspaper of the Borough of Ship Bottom.
- g. This Resolution takes effect August 1, 2019.
- h. A certificate demonstrating compliance with N.J.S.A. 19:44A-20.8 is attached to the Contract Agreement.
- i. A copy of this Resolution, as well as the Contract Agreement is on file with the Municipal Clerk.
- j. The Business Disclosure Entity Certification will be attached to the agreement.

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

Mayor Huelsenbeck called for Resolution 2019-119: Support of Ocean County Freeholders; Immigration Trust Directive. On a motion by Councilman Tallon, seconded by Councilman Valyo, this was approved as follows:

**RESOLUTION 2019-119  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
SUPPORTING THE LAWSUIT BY THE OCEAN COUNTY BOARD OF  
FREEHOLDERS, CHALLENGING THE ATTORNEY GENERAL'S  
IMMIGRATION TRUST DIRECTIVE**

**WHEREAS**, Attorney General Gurbir S. Grewal issued the "Immigration Trust Directive" ("Directive") November of 2018, which went into effect March 2019 statewide; and

**WHEREAS**, under the Directive, Local, County and State law enforcement personnel are ordered not to stop, search or detain immigrants at the request of U.S. Immigration and Customs Enforcement (ICE), except in cases of serious or violent crimes, or final deportation orders; and

**WHEREAS**, the Directive has led to increased concerns by governmental entities and police forces due to the lack of information sharing and cooperation with ICE; and

**WHEREAS**, the Ocean County Board of Chosen Freeholders ("Board") has announced its intention to file a lawsuit to challenge the legality of the Directive in Federal Court, as the Board does not agree with the Directive; and

**WHEREAS**, several local Ocean County departments, such as the Ocean County Jail, have continued to provide information to ICE, despite the Directive, leaving them susceptible to reprimand from the State; and



**WHEREAS**, the Borough wishes to authorize its Police Department to continue cooperating and sharing information with ICE but will refrain from ordering the department to disobey the Directive, in fear that such individuals would be subject to retaliation; and

**WHEREAS**, the Governing Body supports the Board and its decision to fight the Directive and further believe that this course of action is the most proper, as it will insulate its employees from retaliation.

**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 supports the Ocean County Board of Chosen Freeholders' decision to file a lawsuit to challenge the legality of the Directive; and
2. That a certified copy of this Resolution shall be sent to the Ocean County Board of Chosen Freeholders, the Mayors of the Ocean County towns and Attorney General Grewal.

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

Mayor Huelsenbeck called for Resolution 2019-120: Award of contract, 2019 Bulkhead Project. On a motion by Councilman Valyo, seconded by Councilman English, this was approved as follows:

**RESOLUTION 2019-120  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO ALBERT MARINE CONSTRUCTION,  
INC. FOR THE 2019 BULKHEAD REPLACEMENT PROJECT  
SHIP BOTTOM AVENUE AND CENTRAL AVENUE**

**WHEREAS**, the Borough of Ship Bottom duly advertised for the receipt of bids for the 2019 Bulkhead Replacement Project – Ship Bottom Avenue and Central Avenue; and

**WHEREAS**, in response to the invitation to bidders, two (2) bids were received on August 21, 2019; and

**WHEREAS**, it has been determined that Albert Marine Construction, Inc. has submitted the lowest responsible bid in accordance with the bid specifications, said bid being \$135,690.00; and

**WHEREAS**, it is the desire of the governing body to award a contract for the 2019 Bulkhead Replacement Project – Ship Bottom Avenue and Central Avenue to Albert Marine Construction, 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 2019 Bulkhead Replacement Project – Ship Bottom Avenue and Central Avenue to Albert Marine Construction, Inc. at \$135,690.00.
2. That the Mayor and Municipal Clerk are hereby authorized to execute a contract with Albert Marine Construction, Inc. in accordance with the bid submitted by Albert Marine Construction, 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:  
2019 Budget, Capital Improvement-Bulkhead and Ordinance 2019-09 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 Butterick Bulkheading, Inc.

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

Mayor Huelsenbeck called for Resolution 2019-121: Award of contract, JNP Construction, 3<sup>rd</sup> St. Garage. On a motion by Councilman Valyo, seconded by Councilman Hartman, this was approved as follows:

**RESOLUTION 2019-121  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT TO JNP CONSTRUCTION FOR THE 2019  
3<sup>rd</sup> STREET PUBLIC WORKS GARAGE**



**WHEREAS**, the Borough of Ship Bottom duly advertised for the receipt of bids for the 2019 3<sup>rd</sup> Street Public Works Garage; and

**WHEREAS**, in response to the invitation to bidders, five (5) bids were received on August 21, 2019; and

**WHEREAS**, the bids were reviewed by the Borough Engineer and it has been determined that JNP Construction has submitted the lowest responsible bid in accordance with the bid specifications, said bid being \$230,000.00; and

**WHEREAS**, it is the desire of the governing body to award a contract for the 2019 3<sup>rd</sup> Street Public Works Garage to JNP Construction, 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 2019 3<sup>rd</sup> Street Public Works Garage to JNP Construction, at \$230,000.00.
2. That the Mayor and Municipal Clerk are hereby authorized to execute a contract with JNP Construction in accordance with the bid submitted by JNP Construction 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: Ordinance 2019-09 Capital Improvements.
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 JNP Construction.

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

Mayor Huelsenbeck called for Resolution 2019-122: Appointment, Kristy Davis, receptionist. On a motion by Councilman Hartman, seconded by Councilman English, this was approved as follows:

**RESOLUTION 2019-122  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPOINTING KRISTY DAVIS AS RECEPTIONIST**

**WHEREAS**, the Borough of Ship Bottom has determined the need for the appointment of a Receptionist; and

**WHEREAS**, the Borough has further determined that Kristy Davis is qualified for the position; and

**WHEREAS**, the governing body desires to appoint Kristy Davis as a Receptionist.

**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 appoint Kristy Davis as a Receptionist.
2. That this appointment shall be effective September 11, 2019.
3. That the appointment of Kristy Davis as Receptionist shall be for a period of seven (7) days at which time her appointment as Municipal Clerk shall be effective September 18, 2019 in accordance with Resolution 2019-123.
4. That the appointment of Kristy Davis as Receptionist shall be \$1,288.46 for the seven (7) days of her appointment as Receptionist in accordance with the Salary Ordinance of the Borough of Ship Bottom.
5. That a certified copy of this Resolution shall be forwarded by the Municipal Clerk to the Chief Financial Officer for the Borough of Ship Bottom and to Kristy Davis.

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

Mayor Huelsenbeck called for Resolution 2019-123: Appointment, Kristy Davis, Municipal Clerk. On a motion by Councilman English, seconded by Councilman Butkus, this was approved as follows:

**RESOLUTION 2019-123  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPOINTING KRISTY DAVIS AS MUNICIPAL CLERK  
IN ACCORDANCE WITH N.J.S.A. 40A:9-133 ET SEQ.**



**WHEREAS**, there will be a vacancy of the position of Municipal Clerk due to the resignation of Kathleen Wells effective September 17, 2019; and

**WHEREAS**, N.J.S.A. 40A:9-133 provides that in every municipality there shall be a Municipal Clerk appointed for a three - year term by the governing body of the municipality and that no person shall be appointed as a Municipal Clerk unless that person holds a registered Municipal Certificate issued by the Division of Local Government Services, Department of Community Affairs; and

**WHEREAS**, the governing body has determined that Kristy Davis is qualified to be appointed as Municipal Clerk of the Borough of Ship Bottom; and

**WHEREAS**, it is the desire of the governing body to appoint Kristy Davis as a Municipal Clerk of the Borough of Ship Bottom; and

**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 appoint Kristy Davis as Municipal Clerk of the Borough of Ship Bottom in accordance with N.J.S.A. 40A:9-133 et seq.
2. That the appointment of Kristy Davis as Municipal Clerk shall become effective September 18, 2019 to fill the vacancy created by the resignation of Kathleen Wells effective September 17, 2019.
3. That the salary of Kristy Davis as Municipal Clerk shall be \$67,000.00 per year.
4. That a certified copy of this resolution shall be forwarded by the Municipal Clerk to the Chief Financial Officer for the Borough of Ship Bottom and to Kristy Davis.

Roll Call: Hartman, Tallon, English, Valyo, Butkus and Rossi, all aye.  
Mayor Huelsenbeck called for Resolution 2019-124: Appointment, Kristy Davis as Local Registrar. On a motion by Councilman English, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2019-124  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
APPOINTING KRISTY DAVIS AS  
LOCAL REGISTRAR FOR THE  
BOROUGH OF SHIP BOTTOM  
IN ACCORDANCE WITH THE PROVISIONS  
OF N.J.S.A. 26:8-11**

**WHEREAS**, Kathleen Wells has resigned as the Municipal Clerk and Local Registrar effective September 17, 2019; and

**WHEREAS**, in accordance with N.J.S.A. 26:8-11, the Municipal Clerk must hold the position of Local Registrar in a municipality with a population of less than 5000; and

**WHEREAS**, Kristy Davis has been appointed as the Municipal Clerk effective September 18, 2019; and

**WHEREAS**, it is the desire of the governing body to appoint Kristy Davis as Local Registrar for the Borough of Ship Bottom for a three (3) year term, commencing on September 18, 2019.

**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 Kristy Davis is hereby appointed as Local Registrar for the Borough of Ship Bottom in accordance with N.J.S.A. 26:8-11.
2. That the appointment of Kristy Davis as Local Registrar shall be effective September 18, 2019 for a term of three (3) years.
3. That a certified copy of this resolution shall be forwarded to the New Jersey State Registrar.

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

Mayor Huelsenbeck called for Resolution 2019-125: Authorizing Employment Agreement with Kristy Davis. On a motion by Councilman English, seconded by Councilman Tallon, this was approved as follows:

**RESOLUTION 2019-125  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE MAYOR TO EXECUTE  
AN EMPLOYMENT AGREEMENT WITH KRISTY DAVIS**



**WHEREAS**, it is the desire of the governing body to have an Employment Agreement with Kristy Davis.

**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. In accordance with Resolution 2019-123 and 2019-124, Kristy Davis has been appointed Municipal Clerk and Local Registrar for the Borough of Ship Bottom, effective September 18, 2019.
2. That this resolution authorizes the Mayor, to execute and the Clerk to attest to an Employment Agreement, between the Borough of Ship Bottom and Kristy Davis.
3. That a certified copy of this resolution shall be forwarded by the Municipal Clerk to the Chief Financial Officer, and to Kristy Davis

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

Mayor Huelsenbeck called for Ordinance 2019-18: Introduction by Title; 8<sup>th</sup> Street Access Road parking. On a motion by Councilman Rossi, seconded by Councilman Valyo, Ordinance 2019-18 was approved by title as follows:

**ORDINANCE 2019-18  
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 THE 8<sup>TH</sup>  
STREET SERVICE ROAD AS NO PARKING**

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

Mayor Huelsenbeck called for Ordinance 2019-19: Introduction by Title; No access to service roads from 8<sup>th</sup> Street. On a motion by Councilman Valyo, seconded by Councilman English, Ordinance 2019-19 was approved by title as follows:

**ORDINANCE 2019-19  
ORDINANCE OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AMENDING AND SUPPLEMENTING TITLE 10 OF THE  
BOROUGH CODE OF THE BOROUGH OF SHIP  
BOTTOM ENTITLED "VEHICLES AND TRAFFIC" SO  
AS TO PROHIBIT ACCESS TO THE 8<sup>TH</sup> STREET  
SERVICE ROAD FROM 8<sup>TH</sup> STREET**

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

Mayor Huelsenbeck called for the correspondence. On a motion by Councilman Tallon, seconded by Councilman English, the following requests were approved:

1. Turn the Towns Teal: to decorate with Teal for the month of September to create awareness of Ovarian Cancer.
2. The Haymarket to erect a tent in front of their store for a promotional event.
3. Coastal Volunteers in Medicine to hold a 5K Turkey Trot on Thanksgiving Day.
4. Ship Bottom Republican Club to use the Council Chambers for an additional meeting.
5. Jesse Wright and Alexa Salierno, wedding ceremony on September 6, 2020 at the 9<sup>th</sup> St. beach at 5:00 pm.
6. Michael Dela Cruz and Sara Gresko, wedding ceremony at Sunset Park on August 12, 2020 at 6:00 pm.

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



Mayor Huelsenbeck called for Reports of Committees:

Revenue and Finance/Treasurer's Report: Councilman David Hartman  
Treasurer's Report, Bank of America, July 2019

<u>ACCT TITLE/ ACCOUNT #</u>	<u>BEGINNING BALANCE</u>	<u>DEPOSITS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE</u>
GENERAL OPERATING	5,262,668.36	551,417.40	1,191,963.88	4,622,121.88
GENERAL CAPITAL	948,369.52	-	3,565.00	944,804.52
UTILITY OPERATING	829,748.87	290,027.46	409,497.29	710,279.04
UTILITY CAPITAL	677,886.90		234,019.51	443,867.39
GENERAL TRUST	429,317.23	151,860.05	24,469.36	556,707.92
CONSTRUCTION TRUST	73,878.96	4,992.00	2,371.80	76,499.16
DOG TRUST	886.62	7.00		893.62
PUBLIC DEFENDER	672.63	290.00	200.00	762.63
TAX SALE PREMIUMS	17,900.00	-		17,900.00
FORFEITURE OF FUNDS	21,335.20	-	-	21,335.20
PAYROLL	128,860.70	390,855.49	391,415.77	128,300.42
ALCOHOL EDUCATION	7,313.05	-	-	7,313.05
CREDIT CARD ACCOUNT	111,120.00	13,165.00	-	124,285.00
GRANT FUND	152,493.39	36,500.99	42,887.05	146,107.33

I would like to include the Treasurer's Report: Bank of America, July 2019

The Tax Office would like to thank all the departments for their help in getting our tax bills mailed out so quickly after we received them from our printing agency.

Tax bills were mailed out on 8/6/2019 and payments for the 2019 3<sup>rd</sup> quarter have been coming in. The due date for the 3<sup>rd</sup> quarter is 9/6/2019.

Ship Bottom's collection rate is already at 90.39%.

We currently have 49 properties delinquent with their 2019 property taxes.

Public Safety: Councilman Tom Tallon

The public safety report for August 2019.

There were 1856 reported activities.

There were 5,440 patrol vehicle miles.

There were 150 beach, building and business checks.

There were also 1166 traffic stops, thirty-six motor vehicle accidents without injuries, three motor vehicle accidents with injuries and six DUI's.

Parks and Recreation: Councilman Edward English

Beach Statistics for July 23 – August 25, 2019

Beach Attendance	163,224
Swimmers	53,359
Surfers	7,336
First Aid Minor	96
First Aid Major	7
Assists	184
Saves	16
Lost Children	16



The concert series was a success. This Thursday we end the series with "Jimmy and the Parrots".

Boat ramp fees are up to \$40,530. from \$32,540. for 2018, an increase of \$7,990. Beach badge sales for 2018- \$709,467.00 and for 2019- \$927,870, which is an increase of \$218,403.00. Credit card sales accounted for \$126,660.00.

Public Property & Community Affairs: Councilman Joseph Valyo

Construction: There were 20 permits and 9 permit updates, for a total of 29 permits processed. The type of work was 20 alteration/renovations, 4 addition/rehabs, 1 new

building, 2 additions and 2 demolitions. The total revenue was \$9,090.00.

Zoning: there were 14 resale inspections and 14 zoning permits issued.

Code Enforcement: verbal warnings as follows: 8 unleashed dogs, 5 illegal signs, 25 trash, 4 trailers on street, 3 overgrown grass and 2 construction materials on street. There were also 3 summons' for trash and 1 summons for trailer on street.

There was also 1 ticket for property maintenance. We also had 1 building unfit taken down.

Water/Sewer: Councilman Robert Butkus

For the month of July, we pumped 21,465,000 gallons of water.

We received \$19,193.29 in water payments and \$24,858.84 in sewer payments for a total of \$45,347.12 including \$120.02 in interest.

Once we have final approval from the Environmental Trust for the water meters, installation will begin.

Once we get the Clean Drinking Water Permit issued by NJDEP, we will start the water plant.

Public Works: Councilman Peter Rossi

Monthly Report for August 2019

Monthly maintenance on all borough vehicles and equipment. Grass cutting weeding. Sprinklers repaired and timers reset. Recyclables, metal and brush was picked up. Cardboard picked up at the 3rd. St. yard and placed in dumpster, shrink wrap and brush was taken to Manahawkin recycle center. Refrigerators and air conditioners put into dumpster and TV's taken to Surf City Yard. Swept and shoveled beach entrances, repaired walkways and split rail fence were needed (Bob Cat) was used due to the heavy amount of sand. Bay beach entrances also swept and shoveled. Beach raking and trash, recycles picked up daily back blading bay beach, raking shells at the boat ramp concert area. Mulch swept into flower beds in front of borough hall. Replaced broken boards on the 25th St. pier. Fire extinguishers and generator inspection done. Pot-holes filled on 28th St. and throughout the borough. Tennis courts swept and restrooms drained. Bay beach snow fence marking swimming area was repaired. Repaired bent pole at the soccer field and replaced soccer net. Construction fence was shirred up the 16th. St. playground. New SLOW signs and Stop sign installed on 10th. St. at Shore Dr.. No parking signs put up on the property between the Hotel LBI and Re max. Painted curb yellow on the south side in front of the Hotel LBI. Curbs painted in front of Fire House and First Aide Building. Concert signage changed weekly. Memory benches assembled.

Parks and Recreation: Councilman Edward English

All beaches will remain open and guarded throughout Labor Day Weekend. 7<sup>th</sup>, 15<sup>th</sup>, & 20<sup>th</sup> Street beaches will be guarded daily September 4<sup>th</sup> through September 30<sup>th</sup>, from 10 AM to 6 PM.

Thanks to all departments for supporting the Ship Bottom Beach Patrol and making this another safe and successful summer!

Mayor Huelsenbeck called for the public portion of the meeting. On a motion by Councilman English, seconded by Councilman Butkus and all in favor vote, all aye, Mayor Huelsenbeck opened the meeting to the public.



1. Scott McDonough, 265 W. 13<sup>th</sup> St., a thank you to Kathy Wells and a welcome to Kristy Davis.
2. Doug White, Fire Co. President, William Middleton has the 1<sup>st</sup> Flag that was flown at the Fire Co. in 1922. The flag was constructed in 1917 by a New Jersey flag company that is still in business and will help to restore the flag. Vernon Walsh was the original owner of the flag.
3. Pat Manzi, 213 W. 12<sup>th</sup> St., complained about the entrance to the 12<sup>th</sup> St. beach, there is a large rut and the planking covered in sand, making access onto the beach unmanageable. Asked that a process be put in place to check the entrances more diligently so they can be fixed or maintained more often.
4. Lou Manzi, 213 W. 12<sup>th</sup> St. talked about the same issue as Pat. He also thanked the Council for the town's part in getting the house at 102 W. 12<sup>th</sup> St. restored.

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

On a motion by Councilman English, seconded by Councilman Valyo and all in favor vote, all aye, Mayor Huelsenbeck adjourned the meeting at 7:28 p.m.

  
Kathleen Wells, RMC, Municipal Clerk

  
William Huelsenbeck, Mayor