

1. **CALL MEETING TO ORDER**

The Mayor called the meeting to order at 9:04 a.m.

2. **FLAG SALUTE AND PRAYER**

The Mayor led the flag salute and The Clerk read the prayer

3. **STATEMENT OF NOTICE**

The Clerk read the statement of notice.

4. **ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS**

The Clerk administered the Oath of Office for Mrs. Basile and Mr. Valyo.

**MARY BASILE
JOSEPH VALYO**

The Mayor and Council congratulated Councilwoman Basile and Councilman Valyo.

5. **ROLL CALL OF MEMBERS PRESENT**

The Clerk took a roll call and the following were present:

COUNCILMAN VALYO
COUNCILMAN ENGLISH
COUNCILMAN BUTKUS
COUNCILWOMAN BASILE
COUNCILMAN HARTMAN
COUNCILMAN TALLON

Also present:

Kathleen Flanagan, CFO/Borough Administrator
Kristy DeBoer, Municipal Clerk

6. **ELECTION OF COUNCIL PRESIDENT**

The Mayor asked if anyone wished to make a motion to nominate Council President. Councilman Hartman made a motion to nominate Councilman English as Council President. Councilwoman Basile seconded the motion. A roll call vote was heard with six in the affirmative, none opposed. The Council President for 2025 was nominated as Edward English.

7. **APPROVAL OF MINUTES**

Councilman English made a motion to approve the minutes as presented, seconded by Councilwoman Basile. A roll call vote was heard with six in the affirmative, none opposed.
December 26, 2024 Regular Meeting

8. **RESOLUITONS**

All matters listed under item, Consent Agenda, are considered to be routine by the Municipal Council, and will be enacted by one motion in the form listed. Any items requiring expenditure are supported by a Certification of Availability of Funds and any item requiring discussion will be removed from the Consent Agenda and discussed separately. All Consent Agenda items will be reflected in full in the minutes.

The Mayor asked to do a Consent Agenda for numbers three to sixteen. No one wished to discuss any of the resolutions. The vote is depicted within each resolution.

1. 2025-01 Annual Meeting Notice

**RESOLUTION 2025-01
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
ANNUAL MEETING NOTICE OF 2025**

WHEREAS, the Open Public Meetings Act of 1975, P.L. 1975, c. 231, requires municipalities to provide annual notice of the schedule of regular meetings for the coming year within seven days of the annual reorganization meeting; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Ship Bottom, that pursuant to the provisions of N.J.S.A. 10:4-1 et seq. all regular meetings of the Governing Body will be held in the Municipal Building, 1621 Long Beach Blvd., Ship Bottom, New Jersey. Formal action will be taken and closed sessions may be held. Such meetings shall commence with a Caucus Meeting at 6:30 p.m. with the Regular Meeting immediately following, on the fourth Tuesday of each month, (except where noted) according to the following schedule:

REVENUE AND FINANCE

Chairman: David Hartman
Member: Tom Tallon
Member: Edward English

PUBLIC WORKS

Chairman: Joseph Valyo
Member: Robert Butkus
Member: David Hartman

PARKS AND RECREATION

Chairman: Edward English
Member: Robert Butkus
Member: Mary Basile

PUBLIC SAFETY

Chairman: Tom Tallon
Member: Edward English
Member: Joseph Valyo

PUBLIC PROPERTY

Chairman: Mary Basile
Member: Tom Tallon
Member: Joseph Valyo

WATER/SEWER

Chairman: Robert Butkus
Member: Mary Basile
Member: David Hartman

Motion: Councilman Tallon

Second: Councilman Valyo

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

3. 2025-03 Appointing Borough Attorney -Magee

RESOLUTION 2025-03

**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING TENNANT D. MAGEE, SR., ESQ.,
OF THE FIRM OF TENNANT MAGEE LAW AS MUNICIPAL
ATTORNEY FOR THE BOROUGH OF SHIP BOTTOM**

WHEREAS, the Borough of Ship Bottom is in need of the services of a municipal attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Tennant D. Magee, Sr., Esq. of the firm of Tennant Magee Law is duly qualified to serve as the municipal attorney for the Borough of Ship Bottom; and

WHEREAS, it is the desire of the governing body to appoint Tennant D. Magee, Sr., Esq. of the firm of Tennant Magee Law as municipal attorney; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract to be awarded under this Resolution may exceed \$17,500 in the 2025 municipal budget; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Tennant D. Magee, Sr., Esq., FOR THE provision of Borough Solicitor for an amount not to exceed \$100,000. The funds which are available for this contract are found in the following line item appropriations or ordinances: Legal O&E;

Kathleen Flanagan, CFO

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, the firm of Tennant Magee Law has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Tennant Magee Law 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 the firm of Tennant Magee Law from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial officer has certified that there are funds available for this contract, which certification is annexed hereto; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. authorizes the award of contracts for "Professional Services" without competitive bids and requires that the resolution and contract be made available for public inspection.

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 Tennant D. Magee, Sr., Esq., of the firm of Tennant Magee Law is hereby appointed as municipal attorney for the Borough of Ship Bottom for a term of one (1) year, commencing January 1, 2025 and ending December 31, 2025, or upon 30 days written notice by either party.
- B. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to the agreement with Tennant D. Magee, Sr., Esq., of the firm of Tennant Magee Law.
- 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. A notice of this action shall be printed once in an official newspaper of the Borough of Ship Bottom.
- E. This Resolution takes effect January 1, 2025.
- F. A certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to Tennant D. Magee Sr., Esq., of the firm of Tennant Magee Law.
- G. That a certificate of availability of funds has been executed by the Chief Financial Officer. The following are the line item appropriations or ordinances which constitute the availability of funds for this contract: Legal Services O/E.
- H. A certificate demonstrating compliance with N.J.S.A. 19:44A-20.8 is attached to the Contact Agreement.
- I. A copy of this Resolution, as well as Contract Agreement is on file with the Municipal Clerk.
- J. The Business Disclosure Entity Certification and the Determination of Value will be attached to the agreement.

Motion: Councilman Tallon
Second: Councilwoman Basile
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

4. 2025-04 Appointing Municipal Engineer - Little
RESOLUTION 2025-04
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING FRANK J. LITTLE, JR., P.E. OF
OWEN, LITTLE AND ASSOCIATES AS
MUNICIPAL ENGINEER FOR
THE BOROUGH OF SHIP BOTTOM

WHEREAS, the Borough of Ship Bottom is in need of the services of a municipal engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Frank J. Little, Jr., P.E. is duly qualified to serve as the municipal engineer for the Borough of Ship Bottom; and

WHEREAS, it is the desire of the governing body to appoint Frank J. Little, Jr., P.E., of the firm of Owen, Little and Associates as municipal engineer; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract to be awarded under this Resolution may exceed \$17,500 in the 2025 municipal budget; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, the maximum amount of the contract to be awarded under this Resolution is set forth in the 2025 municipal budget; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Frank J. Little, Jr., P.E., FOR THE provision of Borough Engineer for an amount not to exceed \$45,000. The funds which are available for this contract are found in the following line item appropriations or ordinances: Engineering O&E;

Kathleen Flanagan, CFO

WHEREAS, the Chief Financial Officer has certified that there are funds available for this contract, which certification is annexed hereto; and

WHEREAS, the firm of Owen Little & Associates, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Owen Little & Associates, Inc. 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 the firm of Owen Little & Associates, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. authorizes the award of contract for "Professional Services" without competitive bids and requires that the Resolution and contract be made available for public inspection.

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 Frank J. Little, Jr., P.E., of the firm of Owen, Little and Associates is hereby appointed as municipal engineer for the Borough of Ship Bottom for a term of one (1) year, commencing January 1, 2025 and ending December 31, 2025, or upon 30 days written notice by either party.
- B. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to the agreement with Frank J. Little, Jr., P.E., of the firm of Owen, Little and Associates.
- 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. A notice of this action shall be printed once in an official newspaper of the Borough of Ship Bottom.
- E. This Resolution takes effect January 1, 2025.
- F. A certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to Frank J. Little, Jr., P.E., of the firm of Owen, Little and Associates.
- G. 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: Engineering O/E.
- 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 and the Determination of Value will be

attached to the contract.

Motion: Councilman Tallon
Second: Councilwoman Basile
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

5. 2025-05 Appointing Auditor - Logan

RESOLUTION 2025-05
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING BRIAN K. LOGAN, RMA
OF THE FIRM OF SUPLEE, CLOONEY & COMPANY
AS MUNICIPAL AUDITOR FOR
THE BOROUGH OF SHIP BOTTOM

WHEREAS, the Borough of Ship Bottom is in need of the services of a municipal auditor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Brian K. Logan, RMA of the firm of Suplee, Clooney & Company is duly qualified to serve as the municipal auditor for the Borough of Ship Bottom; and

WHEREAS, it is the desire of the governing body to appoint Brian K. Logan, RMA of the firm of Suplee, Clooney & Company as municipal auditor; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract to be awarded under this Resolution may exceed \$17,500 in the 2025 municipal budget; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Brian K. Logan, RMA of the firm of Suplee, Clooney & Company has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Suplee, Clooney & Company, 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 the firm of Suplee, Clooney & Company from making any reportable contributions through the term of the contract; and

WHEREAS, the maximum amount of the contract to be awarded under this Resolution is set forth in the 2025 municipal budget; and

WHEREAS, the Chief Financial Officer has certified that there are funds available for this contract; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Brian K. Logan, RMA of the firm of Suplee, Clooney & Company., FOR THE provision of Borough Auditor for an amount not to exceed \$55,000. The funds which are available for this contract are found in the following line item appropriations or ordinances: Financial Admin. O/E; Audit Services O/E; and Water/Sewer Audit O/E. ;

Kathleen Flanagan, CFO

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. authorizes the award of contracts for "Professional Services" without competitive bids and requires that the Resolution and contract be made available for public inspection.

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 Brian K. Logan, RMA of the firm of Suplee, Clooney & Company is hereby appointed as municipal auditor for the Borough of Ship Bottom for a term of one (1) year, commencing January 1, 2025 and ending December 31, 2025 or upon 30 days written notice by either party.

2. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to the agreement with Brian K. Logan, RMA of the firm of Suplee, Clooney & Company.
3. 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.
4. A notice of this action shall be printed once in an official newspaper of the Borough of Ship Bottom.
5. This Resolution takes effect January 1, 2025.
6. A certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to Brian K. Logan, RMA of the firm of Suplee, Clooney & Company.
7. That a certificate of availability of funds has been executed by the Chief Financial The following are the line item appropriations or ordinances which constitute the availability of funds for this contract: Financial Admin. O/E; Audit Services O/E; and Water/Sewer Audit O/E.
8. A certificate demonstrating compliance with N.J.S.A. 19:44A-20.8 is attached to the Contact Agreement.
9. A copy of this Resolution, as well as the Contract Agreement is on file with the Municipal Clerk.
10. Business Disclosure Entity Certification and the Determination of Value will be attached to the agreement.

Motion: Councilman Tallon
 Second: Councilwoman Basile
 Dated: January 2, 2025
 Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

 Kristy DeBoer, RMC
 Municipal Clerk

6. 2025-06 Appointing Labor Counsel Padula

RESOLUTION 2025-06
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING BRUCE W. PADULA, ESQ. OF THE FIRM OF
CLEARY GIACOBBE ALFIERI JACOBS, LLC
AS LABOR COUNSEL FOR
THE BOROUGH OF SHIP BOTTOM

WHEREAS, the Borough of Ship Bottom is in need of the services of labor counsel; as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Bruce W. Padula, Esq. of the firm of Cleary Giacobbe Alfieri Jacobs, LLC is duly qualified to serve as the labor counsel for the Borough of Ship Bottom; and

WHEREAS, it is the desire of the governing body to appoint Bruce W. Padula, Esq. of the firm of Cleary Giacobbe Alfieri Jacobs, LLC as labor counsel; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, the firm of Cleary Giacobbe Alfieri Jacobs, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Cleary Giacobbe Alfieri Jacobs, LLC, 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 the firm of Cleary Giacobbe Alfieri Jacobs, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract to be awarded under this Resolution may exceed \$17,500 in the 2025 municipal budget; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify

that adequate funds are available for a service agreement with Bruce W. Padula, Esq., FOR THE provision of Labor Counsel for an amount not to exceed \$20,000. The funds which are available for this contract are found in the following line item appropriations or ordinances: Legal O&E;

Kathleen Flanagan, CFO

WHEREAS, the Chief Financial Officer has certified that there are funds available for this contract, which certification is annexed hereto; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. authorizes the award of contracts for "Professional Services" without competitive bids and requires that the Resolution and contract be made available for public inspection.

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 Bruce W. Padula, Esq. of the firm of Cleary Giacobbe Alfieri Jacobs, LLC is hereby appointed as labor counsel for the Borough of Ship Bottom for a term of one (1) year, commencing January 1, 2025 and ending December 31, 2025 or upon 30 days written notice by either party.
- b. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to the agreement with Bruce W. Padula, Esq. of the firm of Cleary Giacobbe Alfieri Jacobs, LLC.
- 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. A notice of this action shall be printed once in the official newspaper of the Borough of Ship Bottom.
- e. This Resolution takes effect January 1, 2025.
- f. A certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to Bruce W. Padula, Esq. of the firm of Cleary Giacobbe Alfieri Jacobs, LLC.
- g. That a certificate of availability of funds has been executed by the Chief Financial Officer. The following are the line item appropriations or ordinances which constitute the availability of funds for this contract: Legal Services O/E.
- 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 placed on file with the agreement.

Motion: Councilman Tallon

Second: Councilwoman Basile

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

7. 2025-07 Appointing Bond Counsel – Gluck

RESOLUTION 2025-07
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING MICHAEL GLUCK OF THE FIRM OF
DILWORTH PAXSON LLP AS BOND COUNSEL FOR
THE BOROUGH OF SHIP BOTTOM

WHEREAS, the Borough of Ship Bottom is in need of the services of bond counsel as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the firm of Dilworth Paxson LLP, is duly qualified to serve as bond counsel for the Borough of Ship Bottom; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, the firm Dilworth Paxson LLP has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Dilworth Paxson LLP, 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 the firm of Dilworth Paxson LLP from making any reportable contributions through the term of the contract; and

WHEREAS, the maximum amount of the contract to be awarded under this resolution is set forth in the 2025 municipal budget; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract to be awarded under this Resolution may exceed \$17,500 in the 2025 municipal budget; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Michael Gluck of the firm of Dilworth Paxson LLP As Bond Counsel., FOR THE provision of Bond Counsel for an amount not to exceed \$40,000. The funds which are available for this contract are found in the following line item appropriations or ordinances: Legal O&E;

Kathleen Flanagan, CFO

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the award of contracts for the "Professional Services" without competitive bids and requires that the resolution and contract be made available for public inspection.

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

- a. That Michael Gluck of the firm of Dilworth Paxson LLP is hereby appointed as bond counsel for the Borough of Ship Bottom for a term of one (1) year, commencing January 1, 2025 and ending December 31, 2025 or upon 30 days written notice by either party.
- b. That the Mayor is hereby authorized to execute and the Borough Clerk to attest the agreement with Michael Gluck of Dilworth Paxson LLP.
- 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. A notice of this action shall be printed once in the official newspaper of the Borough of Ship Bottom.
- e. This Resolution shall take effect January 1, 2025.
- f. A certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to Dilworth Paxson LLP.
- g. That a certificate of availability of funds has been executed by the Chief Financial Officer. The following is the line item appropriation which constitutes the availability of funds for this contract: Bond Sales and Legal Expense O/E.
- h. A certificate demonstrating compliance with N.J.S.A. 19:44A-20.8 is attached to the Contact 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 placed on file with the agreement.

Motion: Councilman Tallon

Second: Councilwoman Basile

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

8. 2025-08 Appointing Special Counsel – Connors

RESOLUTION 2025-08
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING CHRISTOPHER J. CONNORS, ESQ. OF THE FIRM OF DASTI, MURPHY, MCGUCKIN, ULAKY, KOUTSOURIS & CONNORS 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 Christopher J. Connors, Esq. of the firm of Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors as special counsel; and

WHEREAS, the anticipated term of this contract is from January 1, 2025 until December 31, 2025; and

WHEREAS, Christopher J. Connors, Esq. of the firm Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors completed and submitted a Business Entity Disclosure Certification which certifies that Christopher J. Connors, 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 Christopher J. Connors, Esq. from making any reportable contributions through the term of the contract; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Christopher J. Connors, Esq. of the firm Murphy, McGuckin, Ulaky, Koutsouris & Connors, FOR THE provision of Special Counsel not to exceed 30,000. The funds which are available for this contract are found in the following line-item appropriations or ordinances: Legal O/E;

Kathleen Flanagan, CFO

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 Christopher J. Connors, Esq. of the firm Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors 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 Christopher J. Connors, 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 January 1, 2025 to December 31, 2025 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 Christopher J. Connors, Esq. of the firm Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors.
- 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 January 1, 2025.
- 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.

Motion: Councilman Tallon
Second: Councilwoman Basile
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

9. 2025-09 Appointing Special Counsel – Thibault

RESOLUTION 2025-09
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF
OCEAN, STATE OF NEW JERSEY, APPOINTING ARTHUR
THIBAUT, JR., ESQ. OF THE FIRM OF APRUZZESE, MCDERMOTT,
MASTRO & MURPHY
FOR THE BOROUGH OF SHIP BOTTOM AS
SPECIAL COUNCIL

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 Arthur Thibault, Jr., Esq. of the firm of Apruzzese, McDermott, Mastro & Murphy as special counsel; and

WHEREAS, the anticipated term of this contract is from January 1, 2025 until December 31, 2025; and

WHEREAS, Arthur Thibault, Jr., Esq. completed and submitted a Business Entity Disclosure Certification which certifies that Arthur Thibault, Jr., 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 Arthur Thibault, Esq. from making any reportable contributions through the term of the contract; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Arthur Thibault, Jr., Esq., FOR THE provision of Special Counsel for an amount not to exceed \$15,000. The funds which are available for this contract are found in the following line-item appropriations or ordinances: Legal O/E;

Kathleen Flanagan, CFO

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 Arthur Thibault, Jr., 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 Arthur Thibault, Jr., 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 January 1, 2025 to December 31, 2025 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 Arthur Thibault, Jr., 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 January 1, 2025.

- 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.

Motion: Councilman Tallon
 Second: Councilwoman Basile
 Dated: January 2, 2025
 Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

 Kristy DeBoer, RMC
 Municipal Clerk

10. 2025-10 Appointing Prosecutor – Peterson
RESOLUTION 2025-10
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING BONNIE R. PETERSON, ESQ.
AS MUNICIPAL PROSECUTOR
FOR THE BOROUGH OF SHIP BOTTOM

WHEREAS, the Borough of Ship Bottom is in need of the services of a municipal prosecutor; as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Section 14 of P.L. 1996, c. 95 provides that a municipality may employ an attorney-at-law as a prosecutor, under the supervision of the Attorney General or County Prosecutor, who may represent the State, County or municipality in any matter within the jurisdiction of a certain municipal court or any other municipal court; and

WHEREAS, Bonnie R. Peterson, Esq., is duly qualified to serve as a municipal prosecutor for the Borough of Ship Bottom; and

WHEREAS, the anticipated term of this contract is from January 1, 2025 until December 31, 2025; and

WHEREAS, it is the desire of the governing body of the Borough of Ship Bottom to appoint Bonnie R. Peterson, Esq., as Municipal Prosecutor in accordance with Section 14 of P.L. 1996, c. 95; and

WHEREAS, Bonnie R. Peterson, Esq., has completed and submitted a Business Entity Disclosure Certification which certifies that Bonnie R. Peterson, 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 Bonnie R. Peterson, Esq., from making any reportable contributions through the term of the contract; and

WHEREAS, the maximum amount of the contract to be awarded under this Resolution is set forth in the 2025 municipal budget; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom does hereby certify that adequate funds are available for a professional service agreement with Bonnie Peterson FOR THE provision of Prosecutor services for an amount not to exceed \$13,500.00. The funds which are available for this contract are found in the following line-item appropriations or ordinances: Prosecutor O/E

 Kathleen Flanagan, CFO

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. authorizes the award of contracts for “Professional Services” without competitive bids and requires that the Resolution and contract be made available for public inspection in the office of the Municipal Clerk

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. Bonnie R. Peterson, Esq., is hereby appointed as Municipal Prosecutor for the Borough of Ship Bottom in accordance with Section 14 of P.L. 1996, c. 95, for the term commencing January 1, 2025 and ending December 31, 2025 or upon 30 days written notice by either party.

2. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to the agreement with Bonnie R. Peterson, Esq., as Prosecutor for the Borough of Ship Bottom.
3. 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.
4. A notice of this action shall be printed once in the official newspaper of the Borough of Ship Bottom.
5. This Resolution takes effect January 1, 2025.
6. A certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to Bonnie R. Peterson, Esq.
7. That a certificate of availability of funds has been executed by the Chief Financial Officer. The following are the line-item appropriations or ordinances which constitute the availability of funds for this contract: Prosecutor's Office O/E.
8. A certificate demonstrating compliance with N.J.S.A. 19:44A-20.8 is attached to the Contact Agreement.
9. A copy of this Resolution, as well as the Contract Agreement is on file with the Municipal Clerk.
10. The Business Disclosure Entity Certification will be attached to the agreement.

Motion: Councilman Tallon
 Second: Councilwoman Basile
 Dated: January 2, 2025
 Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

 Kristy DeBoer, RMC
 Municipal Clerk

11. 2025-11 Appointing Special Counsel – MacLeod

RESOLUTION 2025-11
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING CAMERON W. MACLEOD, ESQ. OF THE FIRM OF GIBBONS P.C., FOR THE BOROUGH OF SHIP BOTTOM SPECIAL COUNSEL

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 Cameron W. MacLeod, Esq. of the firm of Gibbons, P.C. as special counsel; and

WHEREAS, the anticipated term of this contract is from January 1, 2025 until December 31, 2025; and

WHEREAS, Cameron W. MacLeod, Esq. completed and submitted a Business Entity Disclosure Certification which certifies that Cameron W. MacLeod, 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 Cameron W. MacLeod, Esq. from making any reportable contributions through the term of the contract; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Cameron W. MacLeod, Esq., FOR THE provision of Special Counsel for an amount not to exceed \$40,000. The funds which are available for this contract are found in the following line-item appropriations or ordinances: Legal O/E;

 Kathleen Flanagan, CFO

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 Cameron MacLeod, 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 Cameron MacLeod, 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 January 1, 2025 to December 31, 2025 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 Cameron MacLeod, 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 January 1, 2025.
- 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.

Motion: Councilman Tallon
Second: Councilwoman Basile
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

12. 2025-12 Appointing Public Defender – Rumpf
RESOLUTION 2025-12

**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING DEBRA H. RUMPF, ESQ.
AS PUBLIC DEFENDER FOR
THE BOROUGH OF SHIP BOTTOM**

WHEREAS, the Borough of Ship Bottom is in need of the services of a public defender as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Debra H. Rumpf, Esq., is duly qualified to serve as the public defender for the Borough of Ship Bottom; and

WHEREAS, it is the desire of the governing body to appoint Debra H. Rumpf, Esq., as public defender; and

WHEREAS, the anticipated term of this contract is one (1) year; and

WHEREAS, Debra H. Rumpf, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that Debra H. Rumpf, 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 Debra H. Rumpf, Esq. from making any reportable contributions through the term of the contract; and

WHEREAS, the maximum amount of the contract to be awarded under this Resolution is set forth in the 2025 municipal budget; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. authorizes the award of

contracts for "Professional Services" without competitive bids and requires that the Resolution and contract be made available for public inspection.

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Debra Rumpf, Esq., FOR THE provision of Public Defender. The funds which are available for this contract are found in the following line item appropriations or ordinances: Legal Assistance for Indigent O/E.

Kathleen Flanagan, CFO

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 Debra H. Rumpf, Esq. is hereby appointed as public defender for the Borough of Ship Bottom for a term of one (1) year, commencing January 1, 2025 and ending December 31, 2025 or upon 30 days written notice by either party.
- b. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to the agreement with Debra H. Rumpf, Esq.
- 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. A notice of this action shall be printed once in the official newspaper of the Borough of Ship Bottom.
- e. This Resolution takes effect January 1, 2025.
- f. A certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to Debra H. Rumpf, Esq.
- g. That a certificate of availability of funds has been executed by the Chief Financial Officer. The following are the line item appropriations or ordinances which constitute the availability of funds for this contract: Legal Assistance for Indigent O/E.
- 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.

Motion: Councilman Tallon

Second: Councilwoman Basile

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

13. 2025-13 Appointing Alternate Engineer – Jason Worth, T&M

RESOLUTION 2025-13
**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING JASON WORTH, PE, PP, CME OF
T&M ASSOCIATES AS
ALTERNATE MUNICIPAL ENGINEER FOR
THE BOROUGH OF SHIP BOTTOM**

WHEREAS, the Borough of Ship Bottom is in need of the services of an alternate municipal engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Jason Worth, PE, PP, CME, CPWM is duly qualified to serve as an alternate

municipal engineer for the Borough of Ship Bottom; and

WHEREAS, it is the desire of the governing body to appoint Robert Hunter, PE, PP, CME, CPWM of the firm of T&M Associates as alternate municipal engineer; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract to be awarded under this Resolution may exceed \$17,500 in the 2025 municipal budget; and

WHEREAS, the anticipated term of this contract is from January 1, 2025 until December 31, 2025; and

WHEREAS, the maximum amount of the contract to be awarded under this Resolution is set forth in the 2025 municipal budget; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Jason Worth from T & M Associates FOR THE provision of Alternate Borough Engineer for an amount not to exceed \$45,000. The funds which are available for this contract are found in the following line item appropriations or ordinances: Engineering O&E; and

Kathleen Flanagan, CFO

WHEREAS, the firm of T&M Associates, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of T&M Associates 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 the firm of T&M Associates from making any reportable contributions through the term of the contract; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. authorizes the award of contract for "Professional Services" without competitive bids and requires that the Resolution and contract be made available for public inspection.

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 Jason Worth, PE, PP, CME, CPWM of the firm of T&M Associates is hereby appointed as alternate municipal engineer for the Borough of Ship Bottom for a term commencing January 1, 2025 and ending December 31, 2025, or upon 30 days written notice by either party.
- I. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to the agreement with Jason Worth, PE, PP, CME, CPWM of the firm of T&M Associates.
- J. 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
RESOLUTION 2025-13
because it is for services to be performed by a person(s) authorized by law to practice a recognized profession.
- K. A notice of this action shall be printed once in an official newspaper of the Borough of Ship Bottom.
- L. This Resolution takes effect January 1, 2025.
- M. A certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to Jason Worth, PE, PP, CME, CPWM of the firm of T&M Associates.
- N. That a certificate of availability of funds has been executed by the Chief Financial Officer. The following are the line item appropriations or ordinances which constitute the availability of funds for this contract: Engineering O/E.
- O. 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 and the Determination of Value will be attached to the contract.

Motion: Councilman Tallon

Second: Councilwoman Basile

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at a regular meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

14. 2025-14 Appointing Financial Advisors – Anthony Inverso, Phoenix Advisors

RESOLUTION 2025-14

RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING ANTHONY P. INVERSO OF PHOENIX ADVISORS, LLC AS CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD

WHEREAS, the Borough of Ship Bottom (hereinafter referred to as the “Borough”) is in need of retaining the services of a Continuing Disclosure Agent and Independent Registered Municipal Advisor of Records in order to ascertain the Borough’s compliance with any Continuing Disclosure Agreements (hereinafter “CDA”) executed in connection with the Borough’s issuance of bonds and to correct any filing deficiencies; and

WHEREAS, the Borough believes it is beneficial to retain assistance of appropriately registered experts in the field of municipal bond finance, with knowledge and experience in these matters, to assist in assuring compliance with CDA’s and to stand ready to provide advice as needed with the issuance of Borough debt as municipal advisor of record; and

WHEREAS, Phoenix Advisors, LLC provides such continuing disclosure services and is an Independent Registered Municipal Advisor under the Security and Exchange Commission Regulations; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Phoenix Advisors FOR THE provision of Municipal Advisor for an amount not to exceed \$17,500. The funds which are available for this contract are found in the following line-item appropriations or ordinances: Finance O & E; and

Kathleen Flanagan, CFO

WHEREAS, Phoenix Advisors, LLC has submitted a Continuing Disclosure and Registered Municipal Advisor of Record Proposal and Agreement.

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. The Borough does hereby appoint Anthony P. Inverso of Phoenix Advisors, LLC to serve as its Continuing Disclosure Agent and Independent Municipal Advisor of Record.
2. The scope of services to be provided by Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor of Record, as well as compensation for such services, shall be in accordance with the proposal and agreement, which is on file in the office of the Borough Clerk.
3. The governing body does hereby authorize the Mayor to execute and the Borough Clerk to attest to any and all necessary documents in order to implement the intent of this Resolution.

Motion: Councilman Tallon
Second: Councilwoman Basile
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

15. 2025-15 Appointing Animal Facility Services – Ocean County Health Dept.
RESOLUTION 2025-15

RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE

**OCEAN COUNTY BOARD OF HEALTH FOR
ANIMAL FACILITY SERVICES**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. authorizes governmental agencies to agree to provide shared services when approved by resolution under N.J.S.A. 40A:65-5; and

WHEREAS, it is the desire of the governing body to authorize the execution of a Shared Services agreement with Ocean County for animal facility services.

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 Mayor and Municipal Clerk are hereby authorized to execute a Shared Services Agreement with Ocean County for animal facility services in accordance with the provisions of law, for the period of January 1, 2025 until December 31, 2025.
2. That a copy of the agreement referenced herein shall be kept on file and made available for public inspection at the Municipal Clerk's office during normal business hours.

Motion: Councilman Tallon

Second: Councilwoman Basile

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at a regular meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

16. 2025-16 Appointing Appraisal Services – Henry Mancini, Mancini & Associates
RESOLUTION 2025-16

**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE
OF NEW JERSEY,
APPOINTING HENRY J. MANCINI, M.A.I., C.R.E OF
HENRY J. MANCINI AND ASSOCIATES, INC.
FOR APPRAISAL SERVICES**

WHEREAS, it is the desire of the governing body to appoint Henry J. Mancini, M.A.I., C.R.E. of Henry J. Mancini and Associates, Inc. for expert appraisal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Henry J. Mancini, M.A.I., C.R.E. is duly qualified to serve as an expert appraiser; and

WHEREAS, the purchasing agent of the Borough has determined and certified in writing that the value of the appraisal services will not exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one (1) year; and

WHEREAS, Henry J. Mancini and Associates, Inc. has submitted a proposal indicating they will provide the appraisal services for the amounts as set forth in the proposal, a copy of which is attached to the contract; and

WHEREAS, Henry J. Mancini and Associates, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Henry J. Mancini and Associates, Inc. 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 Henry J. Mancini and Associates, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a service agreement with Henry J. Mancini, M.A.I., C.R.E., FOR THE provision of Appraisal services for an amount not to exceed \$17,500. The funds which are available for this contract are found in the following line-item appropriations or ordinances: Administrative & Executive O&E; and

Kathleen Flanagan, CFO

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq. authorizes the award of contracts for "professional services" without competitive bids and requires that the resolution and contract be made available for public inspection.

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 Henry J. Mancini, M.A.I., C.R.E. is hereby awarded a contract to serve as an expert appraiser for the Borough of Ship Bottom.
2. That the Mayor is authorized to execute and the Borough Clerk to attest the attached agreement with Henry J. Mancini, M.A.I., C.R.E. in accordance with the provisions of this resolution.
3. That the contract shall be an open-ended contract with funds being encumbered contingent upon the availability of funds in the budget year. The term of the contract shall be for one year from the date of award. No services shall be rendered under the contract until the Chief Financial Officer has certified the availability of funds for such services.
4. This contract is awarded without competitive bidding as a "professional service" in accordance with N.J.S.A. 40A:11-1(a)(i) of the Local Public Contracts Law because it is for services to be performed by person(s) authorized by law to practice a recognized profession.
5. A notice of this action shall be printed once in the official newspaper of the Borough of Ship Bottom.
6. That the Business Disclosure Entity Certification and the determination of value be placed on file with this resolution.
7. This resolution shall take effect January 1, 2025.
8. A certified copy of this resolution, together with the contract attached hereto, shall be provided by the Borough Clerk to the Chief Financial Officer and to Henry J. Mancini, M.A.I., C.R.E.

Motion: Councilman Tallon

Second: Councilwoman Basile

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

17. 2025-17 Stafford Twp. Animal Control

RESOLUTION 2025-17

RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING SHARED SERVICE WITH STAFFORD TOWNSHIP FOR ANIMAL CONTROL SERVICES

WHEREAS, the Borough of Ship Bottom is in need of Animal Control Services; and

WHEREAS, the Township of Stafford has an Animal Control Department; and

WHEREAS, N.J.S.A. 40A:65-1 et seq. authorizes shared services between municipalities to provide or receive any service that each municipality is empowered to provide or receive within its own jurisdiction; and

WHEREAS, the Borough wishes to retain the services of Stafford for animal control in Ship Bottom; and

WHEREAS, the Township has provided a Shared Services Agreement for the provision of animal control services to the Borough, which is attached hereto as Schedule A; and

WHEREAS, the Mayor and Council of the Borough of Ship Bottom wishes to authorize the execution of the Shared Service Agreement with the Stafford Township Animal Control; and

WHEREAS, The Chief Financial Officer for the Borough of Ship Bottom, does hereby certify that adequate funds are available for a shared service agreement with Stafford Township Animal Control FOR THE provision of Animal Control Services, for an amount not to exceed \$10,000. The funds which are available for this contract are found in the following line item appropriations or ordinances: Animal Control O&E; and

Kathleen Flanagan, CFO

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 Mayor and Council of the Borough of Ship Bottom hereby authorizes the execution of the Shared Service Agreement with the Township of Stafford for the provision of Animal Control Services.

2. 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: Animal Control O/E.
3. The Administrator is hereby authorized to execute and The Clerk to Attest the agreement.

Motion: Councilman Tallon
 Second: Councilman Valyo
 Dated: January 2, 2025
 Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

 Kristy DeBoer, RMC
 Municipal Clerk

18. 2025-18 Authorizing Check Signers
RESOLUTION 2025-18
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY
AUTHORIZING FACSIMILE SIGNATURES
OF BOROUGH OFFICIALS

WHEREAS, the undersigned hereby certifies to the Bank of America, Fulton Bank, Ocean First Bank, Sun Bank, TD Bank, and Wells Fargo, that Kristy DeBoer, Secretary and Municipal Clerk of the Borough of Ship Bottom, New Jersey, a Corporation duly organized under the existing laws of the State of New Jersey, and that the following is a Resolution duly adopted by the Mayor and Council of said Corporation at a meeting held January 2, 2025, at which time a quorum was present, and that such Resolution has not been rescinded or modified.

NOW, THEREFORE, BE IT RESOLVED, that the aforementioned banks as designated depositories of this Corporation be, and it is hereby requested, authorized and directed to honor checks, drafts, or other orders for payment of money drawn in this Corporation name, including those payable to the individual order of any person or persons whose name or names appear thereon as signed or signers thereof, when bearing or purporting to bear the facsimile of anyone of the following:

WILLIAM HUELSENBECK, MAYOR

KATHLEEN FLANAGAN, EDWARD ENGLISH, TOM TALLON, AND DAVID HARTMAN will use true signatures on all checks.

And the said Banks shall be entitled to honor and charge this Corporation for such checks, drafts, or other orders regardless of by whom or by what means for actual purported facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with the said Banks by the Secretary or other officer of this Corporation.

I further certify that there is no provision in the Charter-by-laws of said Corporation limiting the power of the Mayor and Council to pass the foregoing Resolution and that the same is in conformity with the provisions of said Charter-by-law.

Motion: Councilman Tallon
 Second: Councilman Valyo
 Dated: January 2, 2025
 Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

 Kristy DeBoer, RMC
 Municipal Clerk

19. 2025-19 Authorizing Canceling of Delinquent Taxes less than \$10.00
RESOLUTION 2025-19
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,

**AUTHORIZING THE TAX COLLECTOR TO CANCEL
TAX REFUNDS AND/OR DELINQUENCIES OF LESS THAN \$10.00**

WHEREAS, the Governing Body of the Borough of Ship Bottom finds and declares that N.J.S.A 40A:5-17-1 empowers authorized municipal employees to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars, and

WHEREAS, the Governing Body further finds and declares that the Municipal Tax Collector is qualified to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars, and

WHEREAS, the Governing Body further finds and declares that it is in the best interest of the citizens of the Borough of Ship Bottom for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars in accordance with N.J.S.A. 40A:5-17-1;

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Ship Bottom that the Municipal Tax Collector, Dawn Annarumma is hereby authorized to process the cancellation of tax refunds or delinquencies of less than Ten (\$10.00) Dollars during the calendar year of 2025 in accordance with N.J.S.A. 40A:5-17-1.

Motion: Councilman Hartman
Second: Councilman Tallon
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at a regular meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

20. 2025-20 Appointing Walter Higgins as Agent for Taxing District

**RESOLUTION 2025-20
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING WALTER R. HIGGINS TO ACT AS THE
AGENT FOR THE TAXING DISTRICT FOR 2025**

WHEREAS, from time to time the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical error in the tax assessments on the tax list after the time the County Board of Taxation has certified the tax rates for the tax year or a property becomes subject to a roll-back assessment; and

WHEREAS, the Governing Body of the Taxing District of the Borough of Ship Bottom is desirous that every taxpayer pays his fair share of taxes; and

WHEREAS, if the above discovered errors are not corrected, the taxpayers affected would not be paying their fair share of taxes; and

WHEREAS, the method for correcting such errors is to file a Petition of Appeal or Complaint with the Ocean County Board of Taxation.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Taxing District of the Borough of Ship Bottom that the Tax Assessor, Walter R. Higgins, is hereby authorized to act as the agent for the Taxing District during the year of 2025 and file a Petition of Appeal or Complaint with the Ocean County Board of Taxation to correct such assessments to the proper value and that a copy of any Petition of Appeal or Complaint filed with the Ocean County Board of Taxation under this Resolution be filed with the Municipal Clerk.

BE IT FURTHER RESOLVED, that the Tax Assessor, Walter R. Higgins, is hereby appointed to execute stipulations of settlement on any Tax Appeal or Complaint filed by the taxing district or by a taxpayer in the year 2025.

BE IT FURTHER RESOLVED, that on or before June 1st of each year, the Assessor shall notify the Chief Finance Officer and the Governing Body of all tax appeals.

Motion: Councilman Tallon
Second: Councilman Valyo
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

21. 2025-21 Designating Interest Rates for Delinquent Tax/Water/Sewer Charges 2024

RESOLUTION 2025-21
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
DESIGNATING INTEREST RATES ON DELINQUENT
TAXES AND WATER/ SEWER CHARGES FOR 2025

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, that an interest charge of eight per cent (8%) per annum on the first \$1,500.00 delinquency and eighteen per cent (18%) per annum on any amount in excess of \$1,500.00 is to be calculated from the date the tax was payable, until the date of actual payment. No interest shall be charged if payment of any installment is made within the tenth (10th) day following the date on which same became payable.

Delinquency means the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.

BE IT FURTHER RESOLVED, that a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year, shall be charged a penalty of six percent (6%) on the amount of the delinquency.

Motion: Councilman Tallon
Second: Councilman Butkus
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

22. 2025-22 Designating Certifying Officer- Pension and Benefits

RESOLUTION 2025-22
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING CERTIFYING OFFICER FOR DIVISION OF PENSIONS AND BENEFITS

WHEREAS, the State of New Jersey Department of Treasury, Division of Pensions and Benefits requires all municipalities to designate a Certifying Officer and Supervising Certifying Officer to certify the accuracy and validity of all documents and forms sent to the Division of Pensions and Benefits.

NOW THEREFORE, BE IT RESOLVED, by the Municipal Council of the Borough of Ship Bottom in the County of Ocean and State of New Jersey as follows, effective immediately:

1. The Certifying Officer for the Borough of Ship Bottom Public Employees Retirement System and Police and Fire Retirement System shall be Kelley Nasti, Administrative Assistant.
2. The Supervising Certifying Officer for the Borough of Ship Bottom Employees Retirement System and Police and Fire Retirement System shall be Kathleen Flanagan, CFO.
3. A certified copy of this resolution shall be filed with the State of New Jersey, Department of Treasury, Division of Pension and Benefits.

Motion: Councilman Tallon
Second: Councilman Valyo
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

23. 2025-23 Appointing Deputy Municipal Clerk
RESOLUTION 2025-23

**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING SARA DELA CRUZ AS DEPUTY MUNICIPAL CLERK**

WHEREAS, Sara Dela Cruz was appointed as Deputy Municipal Clerk effective April 26, 2017 in accordance with an Employment Agreement; and

WHEREAS, it is the desire of the governing body to reappoint Sara Dela Cruz as the Deputy Municipal Clerk for a term of January 1, 2025 until December 31, 2025; 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 Sara Dela Cruz is hereby reappointed as Deputy Municipal Clerk.
2. That this Appointment is in effect from January 1, 2025 until December 31, 2025.
3. That a certified copy of this resolution shall be forwarded by the Municipal Clerk to the Chief Financial Officer and to Sara Dela Cruz.

Motion: Councilman Butkus

Second: Councilwoman Basile

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, RMC, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Governing Body at a regular meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

24. 2025-24 Ratifying Positions of Tenure, Personnel and Appointments
RESOLUTION 2025-24

**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
RATIFYING POSITIONS OF TENURED OFFICIALS,
PERSONNEL AND APPOINTMENTS FOR 2025**

WHEREAS, the following officials are tenured within the Borough of Ship Bottom:

Chief Finance Officer	Kathleen Flanagan
Borough Clerk	Kristy DeBoer
Tax Assessor	Walter Higgins
Tax Collector	Dawn Annarumma

NOW, THEREFORE, BE IT RESOLVED, that the following personnel are hereby employed within the Borough of Ship Bottom in 2025:

Assistant to Finance Department	Steve LaMarco
Borough Administrator	Kathleen Flanagan
Court Administrator	
Community Rating System Coordinator	Kristy DeBoer
Celebrations Coordinator	Kristy DeBoer
Code Enforcement Officer	Matthew Bernstein
Clean Communities Coordinator	Matthew Bernstein
Confidential Assistant to Assistant to Borough Admin.	Kelley Nasti
Deputy Municipal Clerk	Sara Dela Cruz

Deputy Registrar	Sara Dela Cruz
Deputy Zoning Officer	Matthew Bernstein
Mun. Assessment Search Officer	Kristy DeBoer
Police Clerk/Police Payroll Clerk	James Gesicki
Qualified Purchasing Agent	Kathleen Flanagan
Registrar	Kristy DeBoer
Recycling Coordinator	Matthew Bernstein
Superintendent of Public Works	Ralph Barnett
Safety Coordinator	Ralph Barnett
Tax Search Officer	Dawn Annarumma
Technical Assistant of Construction Office	Patricia Gresko
Violations Bureau Clerk	Mary O'Hare
Tax Assessor Assistant Clerk I	Lauren Vanderweel
Chief of Police	Jonathan Potter

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Ship Bottom, that the following are hereby appointed to special committees:

American Disabilities Act Coordinator	Kristy DeBoer
American Disabilities Act Committee	Tom Tallon
Public Agency Compliance Officer	Kathleen Flanagan (P.A.C.O.)
Joint Insurance Fund Commissioner	Kathleen Flanagan
Alt. Joint Insurance Fund Commissioner	Tom Tallon

Motion: Councilman Tallon
 Second: Councilwoman Basile
 Dated: January 2, 2025
 Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC

25. 2025-25 Civil Rights Policy

**RESOLUTION 2025-25
 RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
 COUNTY OF OCEAN, STATE OF NEW JERSEY,
 TO AFFIRM THE BOROUGH OF SHIP BOTTOM'S CIVIL RIGHTS
 POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES,
 EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS,
 INDEPENDENT CONTRACTORS, AND MEMBERS OF THE
 PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL
 EMPLOYEES, OFFICIALS AND VOLUNTEERS**

WHEREAS, it is the policy of the Borough of Ship Bottom to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Borough of Ship Bottom has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT RESOLVED by the governing body of the Borough of Ship Bottom as follows:

Section 1: No official, employee, appointee or volunteer of the Borough of Ship Bottom by whatever title known, or any entity that is in any way a part of the Borough of Ship Bottom shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough of Ship Bottom's business or using the facilities or property of the Borough of Ship Bottom.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough

of Ship Bottom to provide services that otherwise could be performed by the Borough of Ship Bottom

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Administrator or Municipal Clerk shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Administrator or Municipal Clerk shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Ship Bottom as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Administrator or Municipal Clerk shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Administrator or Municipal Clerk shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Ship Bottom. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough of Ship Bottom's web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Borough of Ship Bottom in order for the public to be made aware of this policy and the Borough of Ship Bottom's commitment to the implementation and enforcement of this policy.

Motion: Councilman Tallon

Second: Councilman Butkus

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at a regular meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

26. 2025-26 Temporary Budget

27. 2025-27 Authorizing Cash Management Plan

RESOLUTION 2025-27

RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING A CASH MANAGEMENT PLAN

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Ship Bottom, County of Ocean, hereby adopt the following as the Cash Management Plan of the Borough of Ship Bottom for the fiscal year 2025:

Cash Management Plan of the Borough of Ship Bottom, in the County of Ocean, New Jersey

1. Statement of Purpose

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Ship Bottom ("Borough"), pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in

interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. Identification of Funds and Accounts to be Covered by the Plan

- A. The plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough:
1. Current Fund
 2. Federal and State Grant Fund
 3. Dog License Fund
 4. Trust - Other Fund
 - a. Payroll Account
 - b. Tax Certificate Reserve
 - c. Forfeited (Confiscated) Property Trust Fund
 - d. Cash Bonds/Inspection & Review Fees/Developers' Escrow Trust Fund
 - e. Public Defender Trust Fund
 - f. Parking Offense Adjudication Act Trust Fund
 - g. Any other trust funds that may be approved, during the term of this Plan, as a dedication by rider to the municipal budget of the Borough
 5. Capital Fund
 6. Water/Sewer Utility Operating Fund
 7. Water/Sewer Utility Capital Fund
 8. Public Assistance Fund
- B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough, specifically:
1. Bond and Interest Account

III. Designation of Officials of the Borough Authorized to make Deposits and Investments under the Plan

The Chief Financial Officer of the Borough (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or Permitted Investments, such

officials of the Borough are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials,

IV. Designation of Depositories

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- A. TD Bank
- B. Wells Fargo Bank
- C. Bank of America
- D. Sun Bank
- E. Fulton Bank
- F. Ocean First
- G. Any other Bank or Savings and Loan Association insured by the F.D.I.C. or the F.S.L.I.C., and located in the State of New Jersey, that may be approved during the term of this Plan, as a depository of Borough funds
- H. All such depositories, when approved, shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official referred to in Section III above.

V. Authorized Investments

- A. Except as specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:
1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
 2. Government money market mutual funds;
 3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act

- of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
 5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of investment of the Department of the Treasury for investment by Local Units;
 6. Local government investment pools;
 7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or Agreements for the repurchase of fully collateralized securities if.
 - a) The underlying securities are permitted investments pursuant to paragraphs 1 and 3 of this subsection A;
 - b) The custody of collateral is offered to a third party
 - c) The maturity of title agreement is not more than 30 days;
 - d) The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
 - e) A master repurchase agreement providing for the custody and security of collateral is executed. For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- a) Which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq. and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- c) Which has:
 - i. Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - ii. Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the Investment Advisors Act of 1940," 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a) Which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- b) Which is rated in the highest category by a nationally recognized statistical rating organization;
- c) Which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- d) Which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P. L. 1968, c.410 (C.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- e) Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- f) Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

- B. Notwithstanding the above authorization, the moneys on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:
[none].

VI. Safekeeping, Custody, Payment and Acknowledgment of Receipt of Plan

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security

shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough's funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official,

VIII. Term of Plan

This Resolution authorizes that this Plan shall be in effect from January 1, 2025 to December 31, 2025. The Plan may be amended from time to time. To the extent that any amendment is adopted by the governing body, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Motion: Councilman Hartman

Second: Councilman Tallon

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Mayor and Council at the Reorganization Meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

28. 2025-28 Appointing Events Coordinator

**RESOLUTION 2025-28
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING EVENT COORDINATOR**

WHEREAS, the Borough of Ship Bottom is appointing Kristy DeBoer as Event Coordinator; 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:

- a. Kristy DeBoer is appointed as Event Coordinator January 1, 2025 until December 31, 2025
3. The paid stipend for the position will be \$9,500.00
4. As Event Coordinator Kristy DeBoer will coordinate and run:
 - a. Summer Concerts
 - b. Christmas Parade
 - c. Tree Lighting
 - d. Day at the Bay
 - e. Memorial Day
 - f. Any other event that is planned at the request of the Mayor and Council
5. A certified copy of this resolution shall be forwarded to the Chief Financial Officer of the Borough of Ship Bottom.

Motion: Councilman Tallon

Second: Councilman Valyo

Dated: January 2, 2025

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

CERTIFICATION

I, Kristy DeBoer, RMC, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Governing Body at a regular meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk

29. 2025-29 Ratifying Appointments to Land Use Board

**RESOLUTION 2025-29
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
RATIFYING APPOINTMENTS TO THE**

Second: Councilman Hartman
Dated: January 2, 2025
Roll Call: Valyo, English, Butkus, Basile, Hartman, Tallon, all aye.

CERTIFICATION

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at a regular meeting held on January 2, 2025.

Kristy DeBoer, RMC
Municipal Clerk
Borough of Ship Bottom

9. ORDINANCES

The Mayor asked for a motion to introduce Ordinance 2025-01. Councilman Hartman made a motion, seconded by Councilman English. A roll call vote was heard with six in the affirmative, none opposed. Motion granted.

1. 2025-01 Establishing a CAP Bank

INTRODUCTION

**ORDINANCE 2025-01
AN ORDINANCE OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY
TO EXCEED THE MUNICIPAL BUDGET
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK
FOR THE YEAR 2025 (N.J.S.A. 40A:4-45.14)**

WHEREAS, the Local Government Cap Law, (N.J.S.A. 40A:4-45.1) et seq., provides that in the preparation of its Annual Budget, a municipality shall limit any increase in said Budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Borough Council of the Borough of Ship Bottom in the County of Ocean, finds it advisable and necessary to increase the CY 2024 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety, and welfare of the citizens; and

WHEREAS, the Borough Council hereby determine that a 1.0 % increase in the budget for said year, amounting to \$81,500.66 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Ship Bottom, in the County of Ocean, a majority of the full authorized membership of this Governing Body affirmatively concurring, that in the CY 2024 budget year, the final appropriations of the Borough of Ship Bottom shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5%, amounting to \$285,252.31, and that the CY 2025 municipal budget for the Borough of Ship Bottom be approved and adopted in accordance with this ordinance; and

BE IT FURTHER ORDAINED, that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

PUBLIC NOTICE IS HEREBY GIVEN that Ordinance 2025-01 was introduced and passed by the Borough Council of Ship Bottom on first reading at a Borough Council Meeting held Tuesday, January 2, 2025 at 9:00 am. This ordinance is to exceed the Municipal Budget Appropriation Limits by 2.5%, from 1.0% to 3.5%, and to establish a Cap Bank for the year 2024 (N.J.S.A. 40A:4-45.14)

The Ordinance will be considered for final passage and adoption after a public hearing thereon at a regular meeting of the Borough Council to be held, on Tuesday, January 28, 2025 at 6:30 p.m., or as soon thereafter as the matter may be reached. At this time the public is invited to ask questions, raise objections, or provide public comment with regard to the proposed adoption of this Ordinance. Copies of all Ordinances are available at no cost at the Municipal Clerk's Office located at 1621 Long Beach Boulevard,

Ship Bottom, New Jersey, Monday through Friday from 9:00 a.m. to 4:30 pm

BOROUGH OF SHIP BOTTOM
IN THE COUNTY OF OCEAN, NEW JERSEY
KRISTY DEBOER, Municipal Clerk

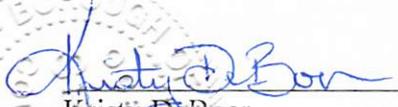
10. PUBLIC COMMENT

With a motion and second by Councilmen Butkus and Tallon and an all in favor vote, the Mayor opened the floor for public comment. Seeing and hearing no one wishing to speak, the floor was closed on a motion and second by Councilmen Tallon and Hartman and an all in favor vote.

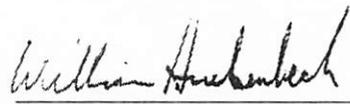
11. ADJOURN THE MEETING

The Mayor adjourned the meeting on a motion by Councilman Tallon, seconded by Councilwoman Basie and an all in favor vote, at 9:31 am





Kristy DeBoer
Municipal Clerk



William Huelsenbeck
Mayor



Handwritten signature or initials, possibly "M. H. H."

