

**MINUTES
REGULAR MEETING OF THE
BOROUGH OF SHIP BOTTOM
SEPTEMBER 23, 2025
6:30 PM**

1. FLAG SALUTE AND PRAYER

The Mayor led the flag salute and The Borough Administrator read the prayer.

2. STATEMENT OF NOTICE

The Borough Administrator read the statement of notice.

3. ROLL CALL

The Borough Administrator took roll call and the following were present:

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

Also present:

Kathleen Flanagan, Borough Administrator/CFO

4. CAUCUS DISCUSSION

CDBG Grant for Mobi Mats

Kathleen Flanagan briefly discussed the status of the CDBG Grant for Mobi Mats. Ms. Flanagan mentioned having a conversation with Scott Cadigan from the Ocean County Planning Department. Mr. Cadigan gave the following updates: The Five-Year ConPlan and FY 2025 Action Plan was submitted last week, and is confident that we should be hearing the approval for the grant in the near future.

2025 New Jersey Clean Communities Award

Kathleen Flanagan stated that Matt Bernstein was awarded the 2025 Municipal Clean Communities Coordinator Award. She mentioned only two people were selected for the award, one for north Jersey and one for south Jersey. The borough is proud to have Mr. Bernstein on staff, and proud of his continuing efforts to keep Ship Bottom clean.

5. CALL REGULAR MEETING TO ORDER

6. APPROVAL OF MINTUES

August 26, 2025

Regular Meeting

The mayor asked for a motion to approve the minutes as presented. Councilman Valyo made a motion, seconded by Councilwoman Basile. There was a roll call vote with six in the affirmative, none opposed. Motion approved.

7. NEW BUSINESS

1. Awarding Life Saving Awards to Kenyatta Swift and Christina Turnure

The Mayor presented Life Saving Awards to Kenyatta Swift and Christina Turnure for saving the life of a seven-year-old child on the beach. He expressed his gratitude for their heroic actions during an emergency.

2. PROCLAMANTION National Friends of Library Week

The following proclamation was presented to Ocean County's Surf City Library:
NATIONAL FRIENDS OF LIBRARIES WEEK

Whereas, "Friends of the Library" raise money that enables our library to move from good to great, providing the resources for additional programming, much needed equipment, support for children's summer reading, and events throughout the year; and

Whereas, the work of "The Friends" highlights, on an ongoing basis, the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of the others from ages past to present; and

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services; and

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Whereas, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive engagement and the betterment of our community.

Now, therefore, be it resolved that Mayor Huelsenbeck proclaim October 19-25, 2025, as Friends of Libraries week in the Borough of Ship Bottom and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

William Huelsenbeck
Mayor

3. 2025-149 Bills List

**RESOLUTION 2025-149
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
AUTHORIZING THE PAYMENT OF MUNICIPAL BILLS
IN THE AMOUNT OF \$639,828.87**

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

NOW, THEREFORE BE IT RESOLVED that the approved vouchers in the amount of \$639,828.87 to be authorized to be paid upon verification of the Chief Financial Officer that there is sufficient money in the appropriated accounts, subject to adequate signatures and funding.

Motion: Councilman Hartman
Second: Councilman Tallon
Dated: September 23, 2025
Roll Call: Hartman, Tallon, Valyo, English, Butkus, Basile, all aye.

CERTIFICATION

I, Sara Dela Cruz, Deputy 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 September 23, 2025.

Sara Dela Cruz, RMC
Deputy Municipal Clerk

4. 2025-150 Authorizing S.B. Police to participate in the LESO
RESOLUTION 2025-150

**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
AUTHORIZING THE SHIP BOTOTM POLICE DEPARTMENT TO PARTICIPATE IN THE DEFENSE
LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT ENFORCEMENT SUPPORT OFFICE, 1033
PROGRAM TO ENABLE THE SHIP BOTTOM POLICE DEPARTMENT TO REQUEST AND ACQUIRE
EXCESS DEPARTMENT OF DEFENSE EQUIPMENT**

WHEREAS, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies (LEAs); and

WHEREAS, rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and

WHEREAS, participation in the 1033 Program allows municipal and county LEAs to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response and resiliency; and

WHEREAS, although property is provided through the 1033 Program at no cost to municipal and county LEAs, these entities are responsible for the costs associated with delivery, maintenance, fueling and upkeep of the property and for specialized training on the operation of any acquired property; and

WHEREAS, N.J.S.A. 40A:5-30.2 requires the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through the 1033 program.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council or the Borough of Ship Bottom, County of Ocean, State of New Jersey, that the Ship Bottom Police Department is hereby authorized to enroll in the 1033 program for the period of January 1, 2026 through December 31, 2026; and

BE IT FURTHER RESOLVED that the Ship Bottom Police Department is hereby authorized to acquire items on non-controlled designated "DEMIL A", which may include: office supplies, office furniture, computers, electronic equipment, generators, field packs, nonmilitary vehicles, off-road vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, excavation equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, respirators, binoculars, and any other supplies and equipment of a nonmilitary nature identified by the LEA, if it

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shall become available in the period of time for which this resolution authorizes, based on the needs of the Ship Bottom Police Department, without restriction; and

BE IT FURTHER RESOLVED that the Ship Bottom Police Department is hereby authorized to acquire "DEMIL B through Q" property, listed in the unredacted portion of the DEMIL inventory sheet if it shall become available in the period of time for which this resolution authorized; and

BE IT FURTHER RESOLVED that the Chief of Police for the Ship Bottom Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and

BE IT FURTHER RESOLVED that the Borough of Ship Bottom Police Department shall provide a quietly accounting of all property obtained through the 1033 program which shall be available to the public upon request; and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately and shall be valid to authorized requested to acquire "DEMIL A" property and "DEMIL B" through Q" property that may be made available through the 1033 program during the period of time for which this resolution authorizes.

Motion: Councilman Tallon

Second: Councilman Hartman

Dated: September 23, 2025

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

CERTIFICATION

I, Sara Dela Cruz, Deputy 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 September 23, 2025.

Sara Dela Cruz, RMC
Deputy Municipal Clerk

5. 2025-151 Appointing Dugan to the Ocean County Police Academy

**RESOLUTION 2025-151
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING ATTENDEES TO THE
OCEAN COUNTY POLICE ACADEMY**

WHEREAS, the Mayor and Council of the Borough of Ship Bottom, recognize that Michael Dugan, Class, I Officer, has proven himself deserving to further their careers in Law Enforcement with the Brough of Ship Bottom as Class II Officers; and

WHEREAS, the Borough is desirous of sending Michael Dugan to the Class II Academy starting November 14, 2025, and graduating May 8, 2025; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Ship Bottom hereby approves and authorizes Michael Dugan to attend the Ocean County Class II Academy.

Motion: Councilman Tallon

Second: Councilman Valyo

Dated: September 23, 2025

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

CERTIFICATION

I, Sara Dela Cruz, Deputy Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Governing Body of the Borough of Ship Bottom at a regular meeting held on September 23, 2025.

Sara Dela Cruz, RMC
Deputy Municipal Clerk

6. 2025-152 Authorizing Refund of Tax Overpayment

**RESOLUTION 2025-152
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
AUTHORIZING THE TREASURER TO REFUND MONEY
FOR TAX OVERPAYMENT**

WHEREAS, it has been determined by the Tax Collector that the taxpayer listed below is entitled to a tax overpayment refund due to the over payment of taxes on their property; and

WHEREAS, it is the desire of the Governing Body to have this overpayment returned to the names below;
and

WHEREAS, the Tax Collector is hereby authorized to refund an overpayment of taxes to:

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<u>NAME</u>	<u>BLOCK/LOT</u>	<u>ADDRESS</u>	<u>AMOUNT OWED</u>
Christine & Seamus Clark	B113 L24	315 W. 7 th St. Ship Bottom	\$4,686.46

Payable to:
Christine & Seamus Clark
98 Charles Place
Old Tappan, NJ 07675

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, that the Treasurer authorized to refund an overpayment of taxes to the individuals named above.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Tax Collector and the Finance Officer.

Motion: Councilman Hartman
Second: Councilman Butkus
Dated: September 23, 2025
Roll Call: Hartman, Tallon, Valyo, English, Butkus, Basile, all aye.

CERTIFICATION

I, Sara Dela Cruz, Deputy 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 September 23, 2025.

Sara Dela Cruz, RMC
Deputy Municipal Clerk

7. 2025-153 Extension of Shared Service for Sub Code Official Services

RESOLUTION 2025-153

RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXTENSION OF A CONTRACT FOR THE SHARED SERVICE AGREEMENT FOR THIRD PARTY SUB-CODE INSPECTION SERVICE WITH LONG BEACH TOWNSHIP AS LEAD AGENCY

WHEREAS, pursuant to Resolution 2023-173 dated October 24, 2023, the Borough of Ship Bottom entered into an agreement with Long Beach Township (as lead agency), and Barnegat Light; and

WHEREAS, the said contract referred to specifications and fees and provided for a two-year extension of the contract from October 1, 2025, through September 20, 2027, until termination of the contract; and

WHEREAS, all parties have agreed to extend the contract for the two (2) years effective October 1, 2025, through September 30, 2027, for Third Party Sub Code Inspection Services; and

WHEREAS, this Resolution shall be deemed and shall serve as the written contract extension.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Ship Bottom at a regularly scheduled meeting held, Tuesday, September 23, 2025, that the aforesaid contract shall be and is hereby extended for an additional two years, effective, October 1, 2025, through September 20, 2027, pursuant to the terms and conditions stated herein.

Motion: Councilman Butkus
Second: Councilman English
Date: September 23, 2025
Roll Call: Hartman, Tallon, Valyo, English, Butkus, Basile, all aye.

CERTIFICATION

I, Sara Dela Cruz, Deputy 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 September 23, 2025.

Sara Dela Cruz, RMC
Deputy Municipal Clerk

8. 2025-154 Awarding a Contract to Earle Asphalt for the 2024 Utility and Road Reconstruction Project 7th Street

RESOLUTION NO. 2025-154

RESOLUTION OF THE BOROUGH OF SHIP BOTTOM, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING A CONTRACT BID TO EARLE ASPHALT CO. FOR THE SFY 2024 ROAD RECONSTRUCTION AND UTILITY REPLACEMENT PROJECT W. 7TH LONG BEACH BLVD TO BARNEGAT

WHEREAS, The Borough of Ship Bottom duly advertised for the receipt of bids for work for the SFY 2024 Road Reconstruction Project, and SFY 2024 Utility Replacement Project; and

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WHEREAS, in response to the invitation of bidders, three (3) bids were received on September 18, 2025;
and

WHEREAS, the bids were reviewed by the Borough Engineer and it has been determined that Earlee Asphalt Co. has submitted the lowest responsible bid in accordance with the bid specifications, said being, \$1,085,813.13; and

WHEREAS, it is the desire of the governing body to award a contract for the SFY 2024 Road Reconstruction Project, and SFY 2024 Utility Replacement Project to Earlee Asphalt Co., the lowest responsible bidder; and

WHEREAS, the award is contingent upon review and approval by the New Jersey Department of Environmental Protection.

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

1. That the governing body does hereby awards a contract for the SFY 2024 Road Reconstruction Project, and SFY 2024 Utility Replacement Project to Earle Asphalt Co. at \$1,085,813.13.
2. That the Mayor and Municipal Clerk are hereby authorized to execute a contract with Earle Asphalt Co., in accordance with the bid submitted by Earle Asphalt Co., and the bid specifications.
3. The award is contingent upon review and approval by the New Jersey Department of Environmental Protection.

Motion: Councilman Butkus

Second: Councilman Hartman

Dated: September 23, 2025

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

CERTIFICATION

I, Sara Dela Cruz, Deputy 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 September 23, 2025.

Sara Dela Cruz, RMC
Deputy Municipal Clerk

9. 2025-155 Authorizing Disposal of Surplus Property through GovDeals

**RESOLUTION 2025-155
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
AUTHORIZING DISPOSAL OF SURPLUS PROPERTY**

WHEREAS, the Borough of Ship Bottom is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, it is the desire of the Governing Body to sell said surplus property in "as is" condition, without express or implied warranties, by online auction method; and

WHEREAS, Gov Deals is part of Sourcewell Co-Op; and

WHEREAS, it is the desire of the Borough of Ship Bottom to authorize an agreement with Gov Deals for the auctioning of surplus municipal property; and

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

(1) That the sale of the surplus municipal personal property shall be conducted through GovDeals pursuant to Sourcewell Contract 041316-GDI in accordance with the terms and conditions of the Sourcewell Contract. The Mayor and Borough Clerk are authorized to execute an agreement in accordance with the same. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and are also available in the Office of the Borough of Clerk. The sale is being conducted pursuant to Local Finance Notice 2008-9. The sale will be conducted online and the address of the auction site is govdeals.com. The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(2) A list of the surplus property to be sold is referred in "Exhibit A" & "Exhibit B",

(3) The Borough of Ship Bottom reserves the right to accept or reject any bid submitted.

Motion: Councilman Tallon

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Second: Councilwoman Basile
Dated: September 23, 2025
Roll Call: Hartman, Tallon, Valyo, English, Butkus, Basile, all aye.

CERTIFICATION

I, Sara Dela Cruz, Deputy 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 September 23, 2025.

Sara Dela Cruz, RMC
Deputy Municipal Clerk

10. 2025-156 Approving Membership of SBVFC
**RESOLUTION 2025-156
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
RATIFYING MEMBERSHIP IN THE
SHIP BOTTOM VOLUNTEER FIRECOMPANY NO. 1
LUCIO GAIA**

WHEREAS, Lucio Gaia has applied to become a member within the Ship Bottom Volunteer Fire Company No. 1; and

NOW, THEREFORE, BE IT RESOLVED, that the application for Lucio Gaia has been received, and reviewed by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, State of New Jersey, and;

BE IT FURTHER RESOLVED, that the Governing Body of the Borough of Ship Bottom hereby ratifies the membership of Lucio Gaia, pending cleared background checks and motor vehicle abstract reports, in the Ship Bottom Volunteer Fire Company No. 1.

Motion: Councilman Valyo
Second: Councilman Hartman
Dated: September 23, 2025
Roll Call: Hartman, Tallon, Valyo, English, Butkus, Basile, all aye.

CERTIFICATION

I, Sara Dela Cruz, RMC, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Municipal Council of the Borough of Ship Bottom at a regular meeting held on the 23rd day of September, 2025, a quorum being present and voting in the majority.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of September, 2025.

Sara Dela Cruz, RMC
Deputy Municipal Clerk

11. 2025-157 Authorizing Return of Escrow
**RESOLUTION 2025-157
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
RETURNING REMAINING ESCROW**

WHEREAS, in accordance with Borough Ordinances escrow fees and bonds have been posted for the following property, and

WHEREAS, the applicant has requested any remaining escrow funds and Bonds for the below referenced application be released. Borough Engineer Frank Little has reviewed the request and authorizes release of the remaining escrow amounts; and

NOW, THEREFORE, BE IT RESOLVED by the Municipal Council of the Borough of Ship Bottom that the Chief Financial Officer shall return the remaining escrow funds and bonds:

<u>Docket</u>	<u>Address</u>	<u>Blk/Lot</u>	<u>Amount</u>	<u>Payee</u>
TOMBORO	222 W. 6th St.	114/8	\$3,000.00	Chris Tomburo

Motion: Councilman Tallon
Second: councilman Hartman
Dated: September 23, 2025
Roll Call: Hartman, Tallon, Valyo, English, Butkus, Basile, all aye.

CERTIFICATION

I, Sara Dela Cruz, Deputy Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Municipal Council of the Borough of Ship Bottom at a special meeting held on the 23rd day of September 2025, a quorum being present and voting in the majority.

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IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 23rd day of September 2025.

Sara Dela Cruz, RMC
Deputy Municipal Clerk

8. CORRESPONDENCE

The Correspondence was approved with a motion by Councilman Butkus, seconded by Councilman Tallon. A roll call vote was heard with six in the affirmative, none opposed.

1. Association of Surf Angling Clubs 110th Anniversary Surf Fishing Tournament – October 11, 2025

9. COMMITTEE REPORTS

Mayor's Report

Mayor Huelsenbeck stated that the borough clerk has tried to schedule an appointment to meet with the New Jersey Department of Transportation regarding the upcoming construction schedule. However, we have not received a response from the state on this matter.

Revenue and Finance/Treasurer's Report Councilman David Hartman

First, Councilman Hartman asked that the Treasurer's Report be made part of the minutes. Councilman Hartman reported that the third period property tax installment was extended to September 15th, 2025, due to the late mailing of the tax bills. To date we have 99 properties that have delinquent tax balances. Delinquent notices did get mailed to the homeowners. The final tax installment for 2025 is due November 1st, 2025. Properties with tax balances will go to tax sale in early 2026. Added assessments bills will be going out by the middle of October, and the first installment of that bill will be due November 1st. Property owners should expect to receive an added bill. The upper left corner of the bill does have a brief explanation of what that added assessment is for. Property owners that disagree with that added bill have till December 1st, 2025, to call the assessor or file an appeal. Anchor payments for non-seniors are scheduled to go out on October 1st. Seniors who were entitled to a rebate should have received that payment already. Our collection rate to date is 98%. The amount collected for taxes was \$3,081,370.48.

Public Safety Councilman Tom Tallon

Councilman Tallon read the September 2025 Public Safety Report.

Police Report- There were 4,366 vehicle miles, there were 1,124 reported activities, there were 355 beach, business and building checks, there were 19 medical assists and 2 lift assists, there were 511 traffic stops, two motor vehicles with injuries, and 12 vehicle accidents without injuries.

Fire Report- There were 59 total incidents that included 14 medical assists and assisting EMS crew in Ship Bottom.

Surf City EMS Report- There were 26 calls for service in Ship Bottom. Additionally, the Day at the Bay was staffed with two ambulances and 6 EMTs. On one occasion, both ambulances were answering calls, yet the tent remained staffed.

Public Works Councilman Joseph Valyo

Councilman Valyo read the Public Works Report.

Public works completed the following: swept and shoveled sand from parking area at Bay Beach, swept and shoveled beach walkways, filled in washouts from storms on beach walkways, cleaned storm drains, repaired catwalk at boat ramp-boards missing, worked on 15th Street garage for police department, repaired lights at the municipal boat ramp, put up "No Lifeguard on duty" signs, lifeguard boxes removed from beaches, Bob Cat repairs, repaired steps at municipal boat ramp restroom, ran new wires for camera in the municipal Court room, inspected all generators and inspected and repaired electrical issues at Sunset Park.

Parks and Recreation Councilman Edward English

Councilman English read the Beach Patrol Report.

20th Street Beach has been guarded from 10am to 6pm since September 2nd, and lifeguards will continue to be on duty until September 30th. There post-season lifeguards engage in numerous preventative measures and provide the public with information regarding daily ocean conditions. Throughout much of September elevated wave heights and powerful rip currents have been present due to low pressure systems and stagnant cold fronts off the New Jersey coast. The lifeguards on duty have played a significant role in safeguarding the public and enhancing beach safety. Lifeguards will patrol in the truck during the weekend of Chowderfest and LBI Kite

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Festival. Much appreciation to all departments for their support and making it another safe and successful summer!

Councilman English then reported the beach badge revenue for 2025, which was at \$1,009,533.00, the highest in history, prior to 2021 at \$1,003,943.00 Last he reported that the boat ramp had brought in \$47,235.00 in boat ramp permit fees. This was \$350.00 more than last year, so far. Councilman English then reported this year's recreation badge revenue, which was \$9,645.00, lower than last year's at \$12,030.00.

Kathleen Flanagan read the following Events Update.

Day at the Bay was a fantastic event! Thank you to everyone who helped make the day a success- a special thank you to the Department of Public Works and the Police Department, the event would not be successful without them. The Kite Festival is October 10th – 11th, there will be an unveiling of the "Ship Bottom Borough" kite on October 10th at 2:00PM. Trunk or Treat is on October 24th from 4:30PM-6:30PM. We are looking for businesses to participate in. You can reach out to Sara Dela Cruz in the Clerk's Office for more information. The theme of the Christmas Parade this year is "A Century of Christmas Memories". The link to participate or be a sponsor will be up and running by the end of day tomorrow, September 24th. We will be having a Christmas decorating contest this year, "Festival of Lights". The voting period will begin December 1st. A QR Code will be used so people can vote on their favorite home and business. They will be done through the Ship Bottom website, www.shipbottom.org. There will be two categories- one for businesses and one for residential. There will be a winner for each category.

Water/Sewer

Councilman Robert Butkus

Councilman Butkus reported that third quarter metered residential and commercial property water/sewer bills are being calculated and will be mailed out by September 30th, 2025. Payments will be due on/before October 20th, 2025. Homeowners should remember this bill is for July-September.

The second installation for non-metered properties is due October 1st, 2025. Reminders are not mailed out, and those properties received the original bill back in March. Any questions, please call the water/sewer office.

There are approximately 379 non-metered accounts. We have been actively sending work orders to Stafford on failing meters. We have 50 meters that are not reading today.

Last, he reported that the water/sewer department had collected \$19,159.69 in payments in the month of September.

Public Property & Community Affairs

Councilwoman Mary Basile

Councilwoman Basile reported the following:

<u>Permits Processed:</u>	14	<u>Permit Updates:</u>	0
<u>Total:</u>			14
New Buildings:	0	Alterations:	11
Demolitions:	3	Additions:	0
<u>Addition/Rehab:</u>			0
<u>Total Revenue:</u>			\$1,928.00

ZONING REPORT

New Single Family Res:	4	Accessory Structure:	6
Pavers:	3	Pool:	1
Bulkhead	1	Fence:	4
Addition	2	Outdoor Seating	0
<u>Sign:</u>	0		
<u>Total:</u>			21

CODE ENFORCEMENT

	<u>Verbal Warnings</u>	<u>Written Warnings</u>	<u>Summons</u>
Garbage Container	3	18	0
Recycling Container	4	14	0
Trailer Parked on Streets	0	4	0
Construction Equipment/ Street Obstruction	4	6	0
Temporary Storage Units	0	0	0
Illegal Sign/No Parking Cones			
Unfit Properties	1	11	0
Fiberglass/Dry Cutting Pavers	0	0	0
Uncovered Dumpsters	0	0	0
Dry Cutting Pavers	N/A	0	0

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Dogs on the Beach	3	0	0
Totals:	15	53	0

Councilwoman Basile reported 8 Certificate of Occupancy Resales, 39 flag drop-offs, 3 personal storage units, and 20 construction dumpsters.

9. PUBLIC COMMENT

On a motion and second by Councilmen Hartman and Butkus and an all in favor vote, The Mayor opened the floor for Public Comment.

Roger Bacharach, 325 W. 19th Street, asked why the digital sign on Barnegat Avenue stating “No Oversized Construction Vehicles Ord. 10.20.060” was removed. The Chief stated the sign was pulled for maintenance.

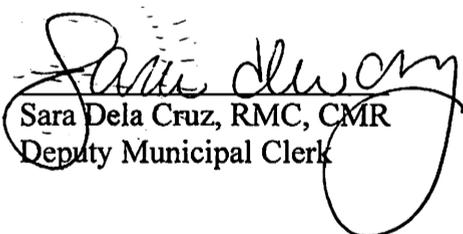
Brian Farias, owner of Farias Surf Shop, 2800 Long Beach Blvd., wanted to comment on having an awesome summer season, and commented on Ship Bottom Beach Patrol having the best lifeguards on the island. He further commented on a successful season for Waves of Impact. Mr. Farias wanted to express his concerns regarding the flooding on 28th and Boulevard from Hurricane Erin, early September. He suggested there should be large LED signs informing people of roadway flooding, also informing drivers they will be driving into salt water, which is harmful to their vehicles. He requested “No Wake” signs be posted along the boulevard since most damage was caused by wakes from passing vehicles; even stating he does not feel there is a need for commercial vehicles to drive through flood waters late at night. He further expressed that trash cans along the boulevard should be picked up prior to flood events to avoid litter and debris. Mr. Farias explained it should be a priority for a street sweeper to come by and clean the boulevard after flooding events to avoid littered streets.

William Fenimore, 5 Robert Drive, asked when the construction for the Ship Bottom Post Office will be completed.

With no further comment, The Mayor closed the floor for comment with a motion made by Councilwoman Basile, seconded by Councilman Tallon and an all in favor vote.

10. ADJOURN THE MEETING

On a motion made by Councilwoman Basile, seconded by Councilman Valyo, The Mayor adjourned the meeting at 7:45 p.m.


Sara Dela Cruz, RMC, CMR
Deputy Municipal Clerk


William Huelsenbeck
Mayor

BOROUGH OF SHIP BOTTOM
Purchase Order Listing By Vendor Name

Ranges	Item Status	Purchase Types	Misc
<i>Range: First to Last</i> <i>Rcvd Batch Id Range: First to Last</i> <i>Received Date Range: 08/27/25 to 12/31/25</i>	<i>Open: N</i> <i>Void: N</i> <i>Paid: N</i> <i>Held: N</i> <i>Aprv: Y</i> <i>Rcvd: N</i>	<i>Bid: Y</i> <i>State: Y</i> <i>Other: Y</i> <i>Exempt: Y</i>	<i>P.O. Type: All</i> <i>Include Project Line Yes</i> <i>Items:</i> <i>Format: Condensed</i> <i>Include Non-Budgeted: Y</i> <i>Vendors: All</i>

Vendor #	Name	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ACCES005	ACCSES NEW JERSEY, INC.							
25-00949	PORTER SERVICE	09/23/25		Open	\$6,461.88	\$0.00		
25-00962	PORTER SERVICE	09/23/25		Open	\$6,570.25	\$0.00		
	Vendor Total:				\$13,032.13			
ACEOU010	ACE OUTDOOR POWER EQUIPMENT							
25-00792		08/06/25		Open	\$285.93	\$0.00		
AMERI060	AMERICAN RED CROSS TRAINING							
25-00462	CPR/AED CERTIFICATIONS	05/09/25		Open	\$40.00	\$0.00		
AMERI055	AMERICAN WEAR INC							
25-00008	UNIFORM CLEANING 2025	01/10/25		Open	\$204.00	\$0.00		B
APPRI005	APPRIVER, LLC							
25-00950	HOSTED EMAIL, 8/3/25 - 9/3/25	09/23/25		Open	\$353.40	\$0.00		
APRUZ005	APRUZZESE, MCDERMOTT, MASTRO &							
25-00961	PROFESSIONAL SERVICES RENDEREI	09/23/25		Open	\$18.50	\$0.00		
AVS	AVS INSTALLATIONS							
25-00943	CAMERA MOUNT INSTALLATION	09/23/25		Open	\$1,473.00	\$0.00		
AWISC005	AWISCO NEW YORK CORP							
0951	COMPRESSED OXYGEN, ACETYLENE	09/23/25		Open	\$54.00	\$0.00		
BARBA010	BARBARA COURTS							
25-00952	COURT RECORDING 9/8/2025	09/23/25		Open	\$75.00	\$0.00		
BONNI010	BONNIE R. PETERSON							
25-00011	PROFESSIONAL SERVICES RENDEREI	01/10/25		Open	\$3,375.00	\$0.00		B
BROWN010	BROWNELL'S INC.							
25-00936	UNIFORM	09/23/25		Open	\$84.89	\$0.00		
CENTR010	CENTRAL JERSEY HEALTH INS FUND							
25-00002	DENTAL & VISION COVERAGE 2025	01/10/25		Open	\$2,964.00	\$0.00		B
T-000026	CLARKE, CHRISTINE & SEAMUS F							
25-00927	TAX REFUND	09/16/25		Open	\$4,686.46	\$0.00		
COMPL010	COMPLETE CONTROL SERVICES INC							
25-00953	SERVICES RENDERED	09/23/25		Open	\$660.00	\$0.00		
CONST010	CONNER STRONG & BUCKELEW							
25-00972	EMPLOYEE BENEFITS CONSULTING	09/23/25		Open	\$550.00	\$0.00		
25-00973	ACCIDENT POLICY COMMUNITY VOL	09/23/25		Open	\$500.00	\$0.00		

BOROUGH OF SHIP BOTTOM
Purchase Order Listing By Vendor Name

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
CONST010		CONNER STRONG & BUCKELEW		<i>Account Continued</i>			
			Vendor Total:	\$1,050.00			
CONTR010		CONTRACTOR SERVICES, INC.					
25-00636	06/26/25		Open	\$178.61	\$0.00		
25-00915	08/28/25	traffic barrel	Open	\$982.60	\$0.00		
			Vendor Total:	\$1,161.21			
CORON015		CORONATO LAW					
25-00959	09/23/25	PROFESSIONAL SERVICES RENDEREI	Open	\$1,831.50	\$0.00		
U-000002		DARCY, PATRICK JOSEPH					
25-00931	09/16/25	UTILITY REFUND	Open	\$370.00	\$0.00		
DAWNA010		DAWN ANNARUMMA					
25-00976	09/23/25	MILEAGE & TOLLS TO SEMINAR	Open	\$41.37	\$0.00		
DOCKS010		DOCKSIDE MARINE SUPPLY CO.INC					
25-00930	09/16/25	post for trunk or treat	Open	\$272.40	\$0.00		
DONAL005		DONALD SCHAFER					
25-00963	09/23/25	TRAILER RUN REIMBURSEMENT	Open	\$213.10	\$0.00		
U-000001		EBINGER, ERIC & STEPHENIE					
25-00926	09/15/25	UTILITY REFUND	Open	\$150.00	\$0.00		
EDMUN010		EdmundsGovTech, Inc					
25-00683	07/08/25	BLANK TAX BILLS	Open	\$74.00	\$0.00		
ADTCO005		EVERON, LLC					
25-00948	09/23/25	SERVICES PROV 9/29/25-10/28/25	Open	\$832.63	\$0.00		
FOVEO005		FOVEONICS DOCUMENT SOLUTIONS					
25-00370	04/07/25	PHASE I-CONSTRUCTION SCANNING	Open	\$25,004.36	\$0.00		
GTBMI010		G.T.B.M. INC.					
25-00938	09/23/25	2025 eticket contract	Open	\$3,321.60	\$0.00		
25-00939	09/23/25	2025 Infocop License	Open	\$1,575.00	\$0.00		
			Vendor Total:	\$4,896.60			
GANNE010		GANNETT N.Y. - N.J. LOCALIQ					
25-00960	09/23/25	PUBLIC NOTICE LURB, ORD 25-8	Open	\$66.78	\$0.00		
HUNTE010		HUNTER TECHNOLOGIES					
25-00967	09/23/25	REMOTE SUPPORT	Open	\$43.75	\$0.00		
JRHEN010		J.R. HENDERSON LABS, INC.					
25-00966	09/23/25	LAB TESTING 7/2025	Open	\$570.00	\$0.00		
KATHL010		KATHLEEN FLANAGAN					
25-00929	09/16/25	mileage to GFOA conference	Open	\$48.64	\$0.00		

BOROUGH OF SHIP BOTTOM
Purchase Order Listing By Vendor Name

Vendor #	Name							
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type	
KENCO005		KENCOR LLC						
25-00977	09/23/25	MONTHLY ELEVATOR MAINT SEP 25	Open	\$170.00	\$0.00			
KONIC010		KONICA MINOLTA BUSINESS						
25-00665	07/08/25	NEW COMPUTERS	Open	\$9,347.45	\$0.00			
25-00984	09/23/25	ACROBAT PRO FOR TEAMS MUTIPLE	Open	\$863.64	\$0.00			
25-00985	09/23/25	ALL COVERED CARE MONTHLY FEE	Open	\$7,802.54	\$0.00			
25-00986	09/23/25	ALL COVERED MONTHLY FEE - PD	Open	\$10,467.76	\$0.00			
		Vendor Total:		\$28,481.39				
KONIC005		KONICA MINOLTA PREMIER FINANCE						
25-00987	09/23/25	COPIER LEASE PMT-AUG/SEP 2025	Open	\$456.22	\$0.00			
LANGU010		LANGUAGE SERVICES ASSOCIATES						
25-00955	09/23/25	INTERPRETATION SERVICES	Open	\$168.00	\$0.00			
LONGB010		LONG BEACH ISLAND B.O.E.						
25-00005	01/10/25	LOCAL SCHOOL TAXES 2025	Open	\$194,820.00	\$0.00		B	
LONGB040		LONG BEACH TWP.						
25-00944	09/23/25	REIMB/FEES COLLECTED AUG 2025	Open	\$1,269.00	\$0.00			
LOUSE005		LOU'S ELECTRIC, INC.						
25-00956	09/23/25	POLICE GARAGE	Open	\$1,184.42	\$0.00			
MARIN025		MARINER'S BARGE & PUSHBOAT						
25-00940	09/23/25	BARGE RENTAL	Open	\$8,500.00	\$0.00			
MCELW005		MCELWEE & QUINN						
25-00957	09/23/25	FORMAT OFFICIAL STATEMENTS	Open	\$1,000.00	\$0.00			
LPR010		MGL PRINTING SOLUTIONS						
25-00280	03/18/25	2 PART WATER CUT OFF FORMS	Open	\$216.00	\$0.00			
OCBOA020		O.C. BOARD OF HEALTH						
25-00965	09/23/25	SERVICES RENDERED AUG 2025	Open	\$125.00	\$0.00			
OCCLA010		O.C. MUNICIPAL CLERK'S ASSOC.						
25-00941	09/23/25	10/16 MINI CONFERENCE	Open	\$50.00	\$0.00			
OCVEH005		O.C. VEHICLE SERVICES						
25-00954	09/23/25	TRUCK WASH, SBVFC	Open	\$70.00	\$0.00			
ONECA010		ONE CALL CONCEPTS						
25-00010	01/10/25	MARK OUTS & VOICE TICKETS 2025	Open	\$81.70	\$0.00		B	
OWENL010		OWEN LITTLE AND ASSOCIATES						
25-00978	09/23/25	PROFESSIONAL SERVICES RENDEREI	Open	\$17,620.05	\$0.00			
PADUL005		PADULA LAW GROUP LLC						
25-00975	09/23/25	PROFESSIONAL SERVICES RENDEREI	Open	\$6,253.50	\$0.00			

BOROUGH OF SHIP BOTTOM
Purchase Order Listing By Vendor Name

09/23/2025

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Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
PADUL005		PADULA LAW GROUP LLC	<i>Account Continued</i>				
PARTY005 25-00971	09/23/25	PARTY CRASHERS INFLATABLES TENT RENTAL DAY AT THE BAY	Open	\$670.00	\$0.00		
POLLY005 25-00754	07/22/25	POLLY PRODUCTS DEDICATION BENCH - SHIP BOTTOM	Open	\$961.12	\$0.00		
POWER010 25-00983	09/23/25	POWER DMS 2025 dms website/accreditation	Open	\$5,149.84	\$0.00		
RIGGI010 25-00979	09/23/25	RIGGINS, INC. FUEL INVOICES	Open	\$1,044.65	\$0.00		
SANDE005 25-00974	09/23/25	SANDER MECHANICAL SERVICE, LLC HVAC REPAIRS, BOROUGH HALL	Open	\$2,040.00	\$0.00		
SANDP010 25-00981	09/23/25	SANDPAPER, THE yearly membership	Open	\$15.00	\$0.00		
SELEC010 25-00988	09/23/25	SELECTIVE INSURANCE FLOOD INSURANCE 1621 LB BLVD	Open	\$13,341.00	\$0.00		
SERPI005 25-00969	09/23/25	SERPICO PYROTECHNICS, LLC DAY AT THE BAY FIREWORKS	Open	\$23,427.00	\$0.00		
SBFH0010 25-00914	08/28/25	SHIP BOTTOM FIRE COMPANY NOTARY SERVICES DONATION 8/27	Open	\$142.00	\$0.00		
U-000003 25-00932	09/16/25	SOROKIN, ALEKSANDR & SOROKINA, UTILITY REFUND	Open	\$150.00	\$0.00		
SOUTH060 25-00004	01/10/25	SOUTHERN REGIONAL SCHOOL DISTR REGIONAL SCHOOL TAXES 2025	Open	\$241,143.58	\$0.00		B
STAND010 25-00964	09/23/25	STANDARD INSURANCE COMPANY SHORT-TERM DISA SEP 2025	Open	\$712.86	\$0.00		
STATE050 25-00928	09/16/25	STATE TREASURER CMFO RENEWAL-FLANAGAN	Open	\$50.00	\$0.00		
SUNOC005 25-00980	09/23/25	SUNOCO LP UNLEADED FUEL SUPPLY	Open	\$4,291.04	\$0.00		
TCTAN005 25-00947	09/23/25	TCTANJ SAUL WITTES SEMINAR	Open	\$60.00	\$0.00		
TENNA010 25-00968	09/23/25	TENNANT MAGEE LAW PROFESSIONAL SERVICES RENDEREI	Open	\$3,033.30	\$0.00		
THESA010 25-00970	09/23/25	THE SANDPAPER NEWSPAPER ADS	Open	\$4,839.00	\$0.00		

BOROUGH OF SHIP BOTTOM
Purchase Order Listing By Vendor Name

09/23/2025

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Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
TOWNS010		TOWNSHIP OF STAFFORD					
25-00003	01/10/25	ANNUAL MANAGEMENT SERVICES '25	Open	\$11,384.01	\$0.00		B
TREAS090		TREASURER, STATE OF NEW JERSEY					
25-00946	09/23/25	SAFE DRINKING WATER PERMIT	Open	\$720.00	\$0.00		
TYPES010		TYPESTRIES SIGN & DESIGN					
25-00982	09/23/25	LIT Tournament Banner	Open	\$325.00	\$0.00		
UNITE010		UNITED RENTALS (NORTH AMERICA)					
25-00680	07/08/25	PORTABLE RESTROOMS - SB EVENTS	Open	\$1,205.00	\$0.00		
UNIVE020		UNIVERSAL SUPPLY CO.					
25-00782	07/28/25	15th st project	Open	\$726.54	\$0.00		

Total Purchase Orders: 75 Total P.O. Line Items: 0 Total List Amount: \$639,828.87 Total Void Amount: \$0.00

BOROUGH OF SHIP BOTTOM
Purchase Order Listing By Vendor Name

Totals by Year-Fund						
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	4-01	\$25,004.36	\$0.00	\$0.00	\$0.00	\$25,004.36
CURRENT FUND	5-01	\$553,465.55	\$4,686.46	\$0.00	\$0.00	\$558,152.01
WATER/SEWER FUND	5-06	\$17,184.28	\$670.00	\$0.00	\$0.00	\$17,854.28
	5-11	\$0.00	\$0.00	\$0.00	\$12,079.00	\$12,079.00
	Year Total:	\$570,649.83	\$5,356.46	\$0.00	\$12,079.00	\$588,085.29
CAPITAL FUND	C-04	\$4,115.30	\$0.00	\$0.00	\$0.00	\$4,115.30
UTILITY CAPITAL FUNI	C-07	\$481.28	\$0.00	\$0.00	\$0.00	\$481.28
	Year Total:	\$4,596.58	\$0.00	\$0.00	\$0.00	\$4,596.58
...UST-OTHER	T-03	\$20,873.64	\$0.00	\$0.00	\$0.00	\$20,873.64
CONSTRUCTION TRUS	T-13	\$1,269.00	\$0.00	\$0.00	\$0.00	\$1,269.00
	Year Total:	\$22,142.64	\$0.00	\$0.00	\$0.00	\$22,142.64
Total Of All Funds:		\$622,393.41	\$5,356.46	\$0.00	\$12,079.00	\$639,828.87

Project Description	Project No.	Project Total
Zenzius, Gus	C 24-13	\$125.00
E & D DEVELOPERS	C 24-22	\$125.00
RON JON REALTY CORP.	DKT 22-21	\$6,255.00
SHIP BOTTOM CREEK NJ LLC	DKT 24-12	\$510.00
VANDALAY ENTERPRISES	DKT 25-01	\$2,282.50
LBI COMMERCIAL PROPERTIES, LLC	DKT 25-04	\$891.00
JS PRO, LLC	DKT 25-06	\$1,890.50
Total Of All Projects:		<u>\$12,079.00</u>