

**MINUTES  
REGULAR MEETING OF THE  
BOROUGH OF SHIP BOTTOM  
JANUARY 28, 2025  
6:30 PM**

1. **CALL CAUCUS TO ORDER**

Council President English called the meeting to order at 6:30 PM

2. **FLAG SALUTE AND PRAYER**

Councilman English led the flag salute and the clerk read the prayer

3. **STATEMENT OF NOTICE**

The Clerk read the following statement:

*Pursuant to the Open Public Meetings Act both adequate and electronic notice of this meeting has been provided by posting on the bulletin board in the Municipal Building, on the Borough website and mailing the same to the Beach Haven Times, the Asbury Park Press and the Press of Atlantic City. The notice was also published in the Asbury Park Press.*

4. **ROLL CALL**

COUNCILMAN TALLON

COUNCILMAN VALYO

COUNCL PRESIDENT ENGLISH

COUNCILWOMAN BASILE

COUNCILMAN HARTMAN

Mayor Huelsenbeck was absent

Councilman Butkus was absent

**ALSO PRESENT:**

Kathleen Flanagan, Borough Administrator

Kristy DeBoer, Municipal Clerk

Cameron MacLeod, Redevelopment Attorney

5. **CAUCUS DISCUSSION**

1. Cameron MacLeod to speak with Council (Affordable Housing)

Mr. MacLeod gave an update where things stand with affordable housing. He said late March the legislature changes affordable housing obligations for the towns in New Jersey. He explained that a formula was used indicate that the Borough presently has an obligation of zero and that from July 1 2025 to July 31 2035, the need for affordable housing will increase to 44 on a forward looking basis. He felt that, due to a few factors, one of which was that since the town is in a complete flood zone, building affordable housing is not likely. He said that the borough could probably satisfy their obligation with other mechanisms: direct overlay zones, residential and non- residential development fees. Moving forward, the Mayor and Council will have to decide which direction they wish to move.

Council President opened the floor for public comment

Terri Michu, 1812 Bay Terrace-wanted to clarify, "due to the flooding issues and the fact that we do not have any vacant/open property, the Borough would be at zero?" She asked if this would be in perpetuity. Cameron responded that it coincides with the Master Plan, every ten years or so. He also agreed that yes, due to the entire town being in a flood zone, with the current regulations of affordable housing, the amount of units able to be built for housing would be at 0. John Hiros, 241 19<sup>th</sup> St. When you say no buildable land, do you mean not at all or just for affordable housing? He asked if Cameron was speaking about affordable housing or low income housing. He asked if it would be pressable to build affordable housing on top of existing businesses within town. He asked if it was the boards intent to have affordable housing. He asked if Ship Bottom was going to redo the Master Plan. He added that at this point, Ship Bottom could be considered an urban town.

Councilman Tallon and Mr. MacLeod explained that Ship Bottom does not have much, if any, buildable land.

2. Viewing of Tourism Grant Videos

The Clerk played two promotional tourism videos for the room. The Harrington Group (creators of the videos) was present. Mr. Harrington spoke about the videos and was excited to continue to work with the borough on future projects.

The Clerk announced that the two videos were posted on the website as well as the official Ship Bottom Borough Facebook Page.

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CALL REGULAR MEETING TO ORDER**

**7. APPROVAL OF MINUTES**

*January 2, 2025  
Reorganization Meeting*  
Council President English asked for a motion to approve the minutes as presented. Councilman Tallon made a motion, seconded by Councilwoman Basile. A roll call vote was heard with five in the affirmative, none opposed. Motion approved.  
**8. NEW BUSINESS**  
The Clerk read each resolution by title, Council President English asked for a motion for each. The vote is depicted within each Resolution.

**1. 2025-31 Bills List**

**RESOLUTION 2025-31  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE PAYMENT OF MUNICIPAL BILLS  
IN THE AMOUNT OF \$3,191,883.74**

**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 \$3,191,883.74 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 Valyo  
Dated: January 28, 2025  
Roll Call: Tallon, Valyo, English, Basile, Hartman, all aye. Butkus absent.

**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 28, 2025.

Kristy DeBoer, RMC  
Municipal Clerk

**2. 2025-32 Shared Service Agreement – Prosecutor’s Program**

**RESOLUTION 2025-32  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE EXECUTION OF A SHARED SERVICES  
AGREEMENT FOR THE PROSECUTOR’S PROGRAM**

**WHEREAS**, the “Prosecutor’s Program” is a traffic safety program run by the Ocean County Prosecutor’s Office for the purpose of assisting in the investigation, prosecution of fatal accidents and in traffic enforcement and education; and

**WHEREAS**, the Shared Services Act, N.J.S.A. 40:65A et seq. authorizes local units to enter into joint agreements for the provision of governmental services; and

**WHEREAS**, the Borough of Ship Bottom wishes to enter into an Agreement with the County of Ocean for the purpose of setting forth the terms and conditions regarding the assignment of police officers employed by the Municipality to the “Prosecutor’s Program”;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Ship Bottom, County of Ocean, hereby authorize the Mayor to execute and the Clerk to attest to a Shared Services Agreement for the purpose of designating certain Ship Bottom traffic safety officers to be assigned to the “Prosecutor’s Program” run by the Ocean County Prosecutor’s Office, for the year 2025.

**BE IT FURTHER RESOLVED**, that certified copies of this Resolution shall be forwarded to the Ocean County Prosecutor’s Office and the Ship Bottom Police Department.

Motion: Councilman Tallon  
Second: Councilwoman Basile  
Dated: January 28, 2025  
Roll Call: Tallon, Valyo, English, Basile, Hartman, all aye. Butkus absent.

**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 28, 2025.

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Kristy DeBoer, RMC  
Municipal Clerk

3. 2025-33 Authorizing Release of Escrow  
**RESOLUTION 2025-33  
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 and the Ship Bottom Land Use Board have reviewed the requests and authorized 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:

<b>Docket</b>	<b>Address</b>	<b>Block/Lot</b>	<b>Payee</b>	<b>Amount</b>
DKT 22-02	1813 Barnegat Ave. Ship Bottom, NJ 08008	53/2	James Kuchta	\$435.00
DKT 22-25	215 West 28 <sup>th</sup> St. Ship Bottom, NJ 08008	9/5	Mary Obermair	\$975.40

Motion: Councilman Tallon

Second: Councilman Valyo

Dated: January 28, 2025

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

**CERTIFICATION**

I, Kristy DeBoer, 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 28<sup>th</sup> day of January 28, 2025, a quorum being present and voting in the majority.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 28<sup>th</sup> day of September, 2025.

\_\_\_\_\_  
Kristy DeBoer, RMC, CMR  
Municipal Clerk

4. 2025-34 Authorizing Family Leave  
**RESOLUTION 2025-34  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
AUTHORIZING EXTENDED LEAVE**

**NOW, THEREFORE BE IT RESOLVED** that the governing body of the Borough of Ship Bottom hereby authorizes extended leave for employee #485, from March 1, 2025, with a return date of March 31, 2025, under the New Jersey Family Medical Leave Act.

Motion: Councilman Valyo

Second: Councilman English

Dated: January 28, 2025

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

**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 on Tuesday, January 28, 2025.

\_\_\_\_\_  
Kristy DeBoer, RMC  
Municipal Clerk

5. 2025-35 Approval of Raffle License 2025-01 & 2025-02  
**RESOLUTION 2025-35  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING GAMES OF CHANCE FOR THE SPRINT FOR LIFE**

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**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, that approval is hereby granted to the Ship Bottom Sprint Inc., to conduct the following raffles on the following dates and times:

**RA#01-2024**  
On premise 50/50 raffle April 05, 2025 2 pm - 6 pm  
(to be held at Joe Pop's Shore Bar, 2002 Long Beach Blvd., Ship Bottom, NJ 08008)

**RA#02-2024**  
On premise Merchandise raffle April 05, 2025 2 pm - 6 pm  
(to be held at Joe Pop's Shore Bar, 2002 Long Beach Blvd., Ship Bottom, NJ 08008)

**BE IT FURTHER RESOLVED**, that approval is contingent upon approval by the Legalized Games of Chance Control Commission.

Motion: Councilwoman Basile  
Second: Councilman Hartman  
Dated: January 28, 2025

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

**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 28, 2025.

Kristy DeBoer, RMC  
Municipal Clerk

**6. 2025-36 Appointing Alternate Public Defender**

**RESOLUTION 2025-36  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPOINTING ROBERT G. SHINN, ESQ., AS ALTERNATE PUBLIC DEFENDER FOR  
THE BOROUGH OF SHIP BOTTOM**

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

**WHEREAS**, Robert G. Shinn, Esq., is duly qualified to serve as the alternate public defender for the Borough of Ship Bottom; and

**WHEREAS**, it is the desire of the governing body to appoint Robert G. Shinn, Esq., as alternate public defender; and

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

**WHEREAS**, Robert G. Shinn, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that, Robert G. Shinn, 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 Robert G. Shinn, 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 service agreement with Robert G. Shinn, Esq., FOR THE provision of Alternate 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

**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 Robert G. Shinn, Esq. is hereby appointed as alternate 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.

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- b. That the Mayor is hereby authorized to execute and the Borough Clerk to attest to the agreement with Robert G. Shinn, 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 Robert G. Shinn, 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 and will be placed with the agreement.

Motion: Councilman Tallon  
Second: Councilman Basile  
Dated: January 28, 2025  
Roll Call: Tallon, Valyo, English, Basile, Hartman, 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 28, 2025.

\_\_\_\_\_  
Kristy DeBoer, RMC  
Municipal Clerk

7. 2025-37 Central Jersey Health Insurance Fund Agreement  
**RESOLUTION NO. 2025-37  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING CENTRAL JERSEY HEALTH INSURANCE FUND  
TO BE RENEWED**

**WHEREAS**, a number of public entities in the State of New Jersey have joined together to form the CENTRAL JERSEY HEALTH INSURANCE FUND, hereafter referred to as "the FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

**WHEREAS**, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;

**WHEREAS**, the statutes and regulations governing the creation and operation of a joint health insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such the FUND;

**WHEREAS**, the governing body of the Borough of Ship Bottom, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the LOCAL UNIT hereby agrees as follows:

- i. Renew membership with the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
- ii. Will participate in the following type (s) of coverage (s):
  - a.) Health Insurance and/or Dental Insurance and/or Prescription Coverage as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
- iii. Adopts and approves the FUND's Bylaws.
- iv. Execute an application for membership and any accompanying certifications.

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**BE IT FURTHER RESOLVED** that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the LOCAL UNIT by the FUND.
- ii. Receipt from the LOCAL UNIT of a Resolution accepting assessment.
- iii. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

Motion: Councilman Hartman  
Second: Councilman Tallon  
Dated: January 28, 2025

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

**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 Municipal Council of the Borough of Ship Bottom at a regular meeting held on the 28<sup>th</sup> day of January, 2025, a quorum being present and voting in the majority.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 28<sup>th</sup> day of January 28, 2025.

Kristy DeBoer, RMC  
Municipal Clerk

8. 2025-38 Authorizing Live Auction of Public Property Block 100 Lot 2 (909 Barnegat Avenue)

**RESOLUTION 2025-38**

**A RESOLUTION AUTHORIZING THE SALE OF BLOCK 100, LOT 2 (ALSO KNOWN AS 909 BARNEGAT AVENUE, SHIP BOTTOM, NJ, 08008) AS SHOWN ON THE TAX MAP OF THE BOROUGH OF SHIP BOTTOM AT LIVE AUCTION**

**WHEREAS**, the Borough is the owner of Block 100, Lot 2, on the Borough Tax Map and more commonly known as 909 Barnegat Avenue ("Property"); and

**WHEREAS**, the Property is no longer needed for public use and it is in the best interest of the Borough to sell the property at live public auction in accordance with the provisions of N.J.S.A. 40A:12-13, et seq.; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12-13.1, the authorization of the sale may be by resolution of the governing body; and

**WHEREAS**, the Property is located in the Public District and is bordered by the General Commercial District and R-1 Residential District; and

**WHEREAS** the Property is a vacant lot without any capital improvements and is less than the minimum size required for development under the Borough Code; and

**WHEREAS**, the Property was previously the location of a sewer pump station, and, upon information and belief, the sewer pump shaft is still located underground at the Property; and

**WHEREAS**, the Property is contiguous to four (4) properties, Block 100, Lots 1, 3, 4, and 25; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12-13, et seq., where there is more than one (1) owner with real property contiguous to the property being sold, said property shall be sold to the highest bidder from among all such owners and such sale shall not be less than the fair market value of said property; and

**WHEREAS**, a first live auction to the highest bidder among the four (4) contiguous property owners shall constitute and satisfy the aforesaid statutory requirement; and

**WHEREAS**, in the event the minimum bid threshold, which is the appraised market value of the Property is not met at the live auction among the contiguous property owners or there are no bidders on the Property, the Borough shall proceed to readvertise the Property for sale to the highest bidder at a second live auction pursuant to N.J.S.A. 40A:12-13, et seq.; and

**WHEREAS**, following final adoption of this resolution, the sale of the Property shall be conducted at a live public auction to the highest bidder among the four (4) contiguous property owners, after advertisement, with such auction to be held at the courtroom in the Borough of Ship Bottom Municipal Building located at 1621 Long Beach Boulevard, Ship Bottom, New Jersey 08008, on February 19, 2025 at 10:00 a.m., or such adjourned date as may be determined; and

**WHEREAS**, the Borough shall advertise the aforesaid auction as required by law and shall also mail the notice of auction via certified mail return receipt requested to the owners of the four (4) contiguous properties; and

**WHEREAS**, in the event that the aforesaid auction does not result in the sale of the Property, the sale of the

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Property to the public at large shall be conducted at a live public auction to the highest bidder, after advertisement, with such auction to be held at the courtroom in the Borough of Ship Bottom Municipal Building located at 1621 Long Beach Boulevard, Ship Bottom, New Jersey 08008, on March 5, 2025 at 10:00 a.m., or such adjourned date as may be determined; and

**WHEREAS**, the appraised value of the Property, and, therefore, minimum bid is five-hundred and eighty-thousand dollars (\$580,000.00); and

**WHEREAS**, the terms of the sale are set forth in this Resolution and the Contract of Sale attached hereto as Exhibit A ("Contract") and the terms set forth herein.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, State of New Jersey, in accordance with the aforesaid Recitals, which are expressly adopted and incorporated herein by reference as if set forth fully herein, as follows.

**SECTION 1.** The sale of the Property shall be subject to the terms set forth in the Contract and the following terms.

1. **Contract and Deposit.** The successful bidder shall be required to execute the Contract and submit a twenty-thousand dollars (\$20,000.00) certified check made payable to the "Borough of Ship Bottom" on the date of the auction authorizing the sale to the highest bidder as the deposit. The deposit shall be applied to the Purchased Price (as defined herein) at closing. Except as provided by Paragraph 4 of this Resolution, the deposit shall be nonrefundable.

2. **Bid, Purchase Price, and Award.** The minimum bid accepted, i.e., the starting bid, shall be \$580,000 and the highest bid at the live auction shall constitute the purchase price of the Property ("Purchase Price"). The Mayor and Council reserves the right in its sole and absolute discretion to withdraw this offer to sell, or, upon completion of the bidding, to accept or reject any or all bids for said Property or to waive any informality in relation thereto for any or no reason. Such rejection of the highest bidder shall be required to be authorized within thirty (30) days of the live auction. If the Mayor and Council reject the highest bid, the deposits shall be returned to the bidder, without interest.

(a) All bidders must appear in person at the auction and any person bidding on behalf of a corporation or limited liability company must either submit a copy of a resolution of the corporation/company or a letter on corporate stationery, signed by an officer of the corporation, authorizing the bidder to bid on the property on the corporation's behalf. A person bidding on behalf of a partnership or using a trade name must submit a copy of the certificate of trade name and a letter of authorization from the other partners. No other bidder may submit a bid on behalf of another, except that a husband or wife may bid on behalf of both.

(b) The successful bidder, at the conclusion of the bidding, shall execute the Contract.

3. **Additional Amounts Due.** In addition to the Purchase Price, the successful bidder shall be required to pay to the Borough an additional \$6,000.00 at closing, which shall be deemed a reimbursement to the Borough to offset administrative costs and the Borough's closing costs, including its legal, appraisal, title company, professional, and recording fees relating to the sale. The \$6,000 is deemed earned upon payment, is non-refundable, and is in addition to the highest bid amount.

4. **Due Diligence.** Bidder shall conduct all necessary investigations, street-view inspections, and title searches prior to the date of the auction and that there shall be no inspection, financing, or any other transaction contingencies. No Bidders shall be authorized to enter the Property for any inspections prior to the auction.

5. **Contract and Binding Terms.** Upon the award of the Property to the successful bidder at auction, the terms of this Resolution and the Contract shall comprise the complete and entire agreement and understanding between the Borough and the successful bidder and supersede all previous understandings and agreements between the Parties, whether oral or written. The successful bidder agrees that it has not relied on any representation, assertion, guarantee, warranty, collateral contract, or other assurance, except those set forth in this Resolution. The successful bidder waives all rights and remedies, at law or in equity, arising or which may arise as the result of the successful bidder's reliance on such representation, assertion, or any other assurance shall be rejected.

**SECTION 2.** The Mayor and Municipal Clerk are authorized to execute the Contract authorizing the sale of the Property to the highest bidder without further action by the governing body.

Motion: Councilman English

Second: Councilman Basile

Dated: January 28, 2025

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

**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 28, 2025.

Kristy DeBoer, RMC  
Municipal Clerk

9. 2025-39 Authorizing Treasurer to Return Fee

**RESOLUTION 2025-39**

**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,**

**MINUTES**

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**6:30 PM**

**AUTHORIZING THE TREASURER TO REFUND MONEY**

**WHEREAS**, Julia Stragapede, requested to use public property for a celebration of life for her mother and sister and submitted a Fifty Dollar (\$50.00) application fee; and

**WHEREAS**, due to special circumstances she had to cancel the event; and

**WHEREAS**, the Mayor and Council have agreed to honor the refund due to the special circumstances; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, that the Treasurer is hereby authorized to refund the full amount of Fifty Dollars (\$50.00) to Julia Stragapede who resides at 8 Holiday Place, Waretown, NJ 08758.

Motion: Councilman Hartman  
Second: Councilman Tallon  
Dated: January 28, 2025

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

**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 28, 2025.

Kristy DeBoer, RMC  
Municipal Clerk

10. 2025-40 Appointing CDBG Coordinator and Alternate

**RESOLUTION 2025-40**  
**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,**  
**COUNTY OF OCEAN, STATE OF NEW JERSEY,**  
**APPOINTING A COMMUNITY DEVELOPMENT BLOCK GRANT**  
**COORDINATOR AND AN ALTERNATE REPRESENTATIVE**

**WHEREAS**, the Borough of Ship Bottom is in need of a Community Development Block Grant Coordinator and also an Alternate CDBG Representative.

**NOW, THEREFORE BE IT RESOLVED** that the following appointments are made:  
Community Development Block Grant Coordinator, Kathleen Flanagan  
Alternate CDBG Representative, Kristy DeBoer

Motion: Councilman Valyo  
Second: Councilwoman Basile  
Dated: January 28, 2025

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

**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 28, 2025.

Kristy DeBoer, RMC  
Municipal Clerk, Borough of Ship Bottom

11. 2025-41 Adopting Affordable Housing Calculations

**RESOLUTION 2025-41**  
**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM ADOPTING**  
**PRESENT AND PROSPECTIVE NEED CALCULATIONS FOR THE PERIOD FROM 2025 TO**  
**2035**

**WHEREAS**, by way of P.L. 2024, c. 2, the State of New Jersey has created the "Affordable Housing Dispute Resolution Program" (the "Program") within the judiciary through which the judiciary reviews and grants a certification of compliance pursuant to the Fair Housing Act, N.J.S.A. 52:27D-301 et seq., for municipalities adopting housing element and fair share plans that include the constitutional obligation to create realistic opportunities for low- and moderate-income households; and

**WHEREAS**, the Borough of Ship Bottom (the "Borough") wishes to preserve its ability to seek a certification of compliance pursuant to the Fair Housing Act, by formally determining and calculating its present and prospective need, and authorizing the filing of a declaratory judgment through the Program; and **WHEREAS**, the Borough has reviewed the calculations prepared by the Department of Community Affairs for the period from 2025 to 2035, which determined that the Borough has a present need of 0 units and a prospective need of 44 units; and

**WHEREAS**, the Borough has determined that the calculations of present and prospective need for low- and

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moderate-income households thereunder appears to conform to the standards established under the Fair Housing Act, and wishes to accept these calculations; and

**WHEREAS**, the Borough is located entirely within an environmentally constrained area, due to its location on a barrier island located within the flood zones, and the Borough anticipates relying upon a vacant land adjustment as part of its mechanisms of compliance; and

**WHEREAS**, the Borough wishes to adopt a binding resolution, pursuant to the Fair Housing Act, committing to the adoption of a housing element and fair share plan within the timelines established by the Fair Housing Act.

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

1. The Borough has determined that its present need obligation for affordable housing during the period from 2025 to 2035 is 0 units.
2. The Borough has determined that its prospective need obligation for affordable housing during the period from 2025 to 2035 is 44 units.
3. The Borough's special affordable housing counsel, Gibbons P.C., is hereby authorized to file a declaratory judgment action within the Program seeking a certificate of compliance.
4. A copy of this resolution shall be posted on the municipal website of the Borough within forty-eight (48) hours.

PASSED ON: January 28, 2025

**CERTIFICATION**

I, Kristy DeBoer, Municipal Clerk for the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by Council of the Borough of Ship Bottom at a regular meeting held on January 28, 2025.

\_\_\_\_\_  
Kristy DeBoer, RMC, CMR  
Municipal Clerk

9. **OLD BUSINESS**

1. 2025-01 Establishing CAP Bank

**PUBLIC COMMENT**

Public comment on the ordinance was opened with a motion and second by Councilman Valyo and Councilwoman Basile and an all in favor vote.

Seeing and hearing no one wishing to speak, the floor was closed on a motion by Councilman Valyo, seconded by Councilman Hartman and an all in favor vote.

Council President English asked for a motion to approve Ordinance 2025-01. Councilman Tallon made a motion, seconded by Councilman Hartman. A roll call vote was heard with five in the affirmative, none opposed. Councilman Butkus was absent.

**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

**MINUTES  
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**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.

**CERTIFICATION**

I, KRISTY DEBOER, Municipal Clerk of the Borough of Ship Bottom, in the County of Ocean, New Jersey, HEREBY CERTIFY that annexed hereto is a true and complete copy of Ordinance No. 2025-01 which was introduced and passed on first reading at a duly convened meeting of the Borough Council on January 2, 2025, and finally adopted at a duly convened meeting of the Borough Council on January 28, 2025

IN WITNESS WHEREOF, I hereby set my hand and the seal of the Borough this 28<sup>th</sup> day of January.

WILLIAM HUELSENBECK  
Mayor

KRISTY DEBOER  
Municipal Clerk

**10. CORRESPONDENCE**

1. Ship Bottom Tax Association, Chalk Art Event, 5/3/2025
2. Association of Surf Angling Club, Surf Fishing Tournament, 5/31/2025

Council President English called for a motion to approve the correspondence. On a motion by Councilman Tallon, seconded by Councilwoman Basile. A roll call vote was heard with five in the affirmative, Councilman Butkus was absent.

**11. COMMITTEE REPORTS**

**Mayor's Report**

**Revenue and Finance/Treasurer's Report**

Councilman David Hartman

Councilman Hartman requested that the Treasurers Report be made part of the minutes.  
Mr. Hartman reported that 2024 ended with fourteen (14) properties having past due real estate tax delinquencies. We have a 99% collection rate to date. The delinquent properties will go to tax sale in March with a date to be determined. The 2025 first quarter taxes are due February 1. Post tax year statements were processed and mailed out last week. Any questions, please call the tax office. Three properties that were on oversized lots have been subdivided for 2025. That has added three rateables to our town.

**Public Safety**

There were 3,246 vehicle miles.  
There were 684 reported activities.  
There were 312 beach, business and building checks.  
There were 12 medical assists and 4 lift assists.  
There were 185 traffic stops, 9 motor vehicle accidents without injuries and 1 motor vehicle with injuries.

Fire report  
The year-end report lists 475 incidents. One in Barnegat Light, two in Harvey Cedars, one in Little Egg Harbor, one hundred fifty in Long Beach Township, two hundred fifteen in Ship Bottom, fourteen in Stafford and ninety 92 in Surf City. 2024 recorded highest number of yearly calls ever. Of these 399 were fire related and 76 were for Emergency Medical Services.

**Public Works**

Councilman Joseph Valyo

Councilman Valyo read the Public Works Report.  
Light displays checked and repaired, metal picked up, repaired and painted lifeguard stands, lawn equipment maintained, loader repairs, cleaned storm debris, cleaned storm drains, plowed snow, salted Borough Hall and Fire Department, salt rescue squad, repaired shop equipment, Borough Hall car repair, DPW truck repairs, PD car repairs, PS car repairs, replaced steps at Deisel fuel tank, moved furniture in the court office, started removing fence posts from beach walkways, put shelved in Borough Hall, reset Borough Hall roof lights, salt spreader repairs, made repairs in court room, took fence down 10<sup>th</sup> and Barnegat, took Christmas decorations down, put up heart, picked Christmas Trees around town, calculated fuel slips, made sandbox at Borough Hall, picked up more road salt form county, picked up dune fence from county, picked up Kawasaki Mule from Toms River, Power-Sport, repaired and painted green benches, picked up brush, patched pot holes, training for DPW employees.

**Parks and Recreation**

Councilman Edward English

The 2025 beach badge order has been submitted to the finance department, the dates for the lifeguard swim test and drug urinalysis testing have been scheduled and are posted on the borough website. Information pertaining to the 2025 Lifeguard-in-Training (LIT) Program has been posted on the borough website. Equipment and uniforms are in the process of being ordered for the upcoming season.  
The pre-season Holiday Badge Sales  
Water/Sewer

Councilman Robert Butkus

Councilman Hartman read the Water/Sewer Report in the absence of Councilman Butkus.

**MINUTES  
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JANUARY 28, 2025  
6:30 PM**

Water/Sewer payments for the final quarter of 2024 were due on January 20. There are about 200 properties that have not paid their final payment. Phone calls will be made to those homeowners and notices will be going out next week. Every year this time, we get many phone calls as to property owners receiving bills while their water has been turned off. We encourage everyone to read the back of the bill and take notice that every quarter there are bade fees that are billed regardless of water being turned off for the season. In the past twenty days, we have had to turn off the water are five properties because of water leaks.

Our water/sewer staff has been actively repairing the meters in town that are not working or reading. There are approximately 335 residents that are still unmetered in Ship Bottom.

**Public Property & Community Affairs**

Councilwoman Mary Basile

Permits Processed:	24	Permit Updates:	07
<b>TOTAL:</b>			<b>31</b>

New Buildings:	0	Alterations:	28
Demolitions:	2	Additions:	0
Addition/Rehab:	1		
<b>Total Revenue:</b>			<b>\$8,692.00</b>

**ZONING REPORT**

New Single Family Res:	2	Shed/AC:	0
Pavers:	4	Pool:	0
Bulkhead	1	Fence:	0
Addition	2		

Total: 11

CODE ENFORCEMENT	Verbal Warnings	Written Warnings	Summons
Garbage Container	0	11	0
Recycling Container	0	12	0
Trailer Parked on Streets	2	5	0
Construction Equipment/ Street Obstruction	1	0	0
Temporary Storage Units	1	1	0
Illegal Sign/No Parking Cones			
Unfit Properties	0	0	0
Fiberglass/Dry Cutting Pavers	0	0	0
Uncovered Dumpsters	0	28	0
Dry Cutting Pavers	N/A	N/A	0
<b>TOTALS:</b>	<b>2</b>	<b>52</b>	<b>0</b>

There were two Certificate of Occupancy Inspections and both passed inspection.

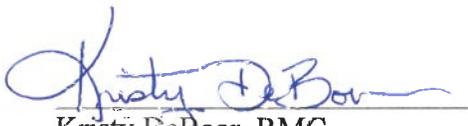
**11. PUBLIC COMMENT**

Mr. Montone 323 W. 18<sup>th</sup> – Asked if there were updates on the beautification of Laurel Blvd. Councilwoman Basile answered that the borough was being proactive and that things are moving ahead. He then asked if there was any consideration on changing the meeting form to include ZOOM. The Clerk answered that the Mayor and Council was not going to move to ZOOM but that there was a new IT company helping to get the meetings livestreamed and recorded. Teri Mascuch, 1812 Bay Terrace- Ms. Mascuch wanted to know if the Land Use Board would be discussing the school property and the redevelopment agreement. Ms. Flanagan responded that as soon as the agreement is worked out, it will be made available to the public and the Land Use Board will discuss it as well.

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

**12. ADJOURN THE MEETING**

On a motion made by Councilman Tallon, seconded by Councilwoman Basile and an all in favor vote, Council President English adjourned the meeting at 7:27 PM.

  
\_\_\_\_\_  
Kristy DeBoer, RMC  
Municipal Clerk

\_\_\_\_\_  
Edward English  
Council President



**BOROUGH OF SHIP BOTTOM**  
Purchase Order Listing By Vendor Name

Ranges		Item Status	Purchase Types	Misc			
Range: First to Last Rcvd Batch Id Range: First to Last Encumbrance Date 12/26/24 to 12/31/25 Range:		Open: N Void: N Paid: Y Held: N Aprv: Y Rcvd: N	Bid: Y State: Y Other: Y Exempt: Y	P.O. Type: All Include Project Line Yes Items: Include Non-Budgeted: Format: Condensed Y Vendors: All			
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ACCES005 25-00071	01/24/25	ACCSES NEW JERSEY, INC. PORTER SERVICE	Open	\$888.29	\$0.00		
AMAZO005 25-00029	01/14/25	AMAZON.COM PLOW BATTERY CABLE & STENCILS	Open	\$132.98	\$0.00		
AMERI055 25-00008	01/10/25	AMERICAN WEAR INC UNIFORM CLEANING 2025	Open	\$153.00	\$0.00		B
APPRI005 24-01322 24-01323 25-00032	12/26/24 12/26/24 01/14/25	APPRIVER, LLC HOSTED EMAIL - OCT TO NOV HOSTED EMAIL - NOV TO DEC HOSTED EMAIL - 12/3 TO 1/3	Clsd Clsd Open	\$353.40 \$353.40 \$353.40	\$0.00 \$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$1,060.20</b>			
RUZ005 00092	01/24/25	APRUZZESE, MCDERMOTT, MASTRO & PROFESSIONAL SERVICES RENDEREI	Open	\$315.00	\$0.00		
COAST010 25-00024 25-00088	01/14/25 01/24/25	ATLANTIC PRINTING & DESIGN 2025 ANNUAL MAILER TRASH & RECYCLING CALENDARS	Open Open	\$4,195.67 \$817.50	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$5,013.17</b>			
AWISCO05 25-00096	01/27/25	AWISCO NEW YORK CORP COMPRESSED OXYGEN, ACETYLENE	Open	\$54.00	\$0.00		
BANKO010 25-00103 25-00104	01/27/25 01/27/25	BANK OF NEW YORK MELLON NJEIT 2008 A S340 311-02 NJEIT 2008 A W1528001-001	Open Open	\$3,256.58 \$6,916.73	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$10,173.31</b>			
BARBA010 25-00040	01/15/25	BARBARA COURTS COURT RECORDING 1/13/2025	Open	\$75.00	\$0.00		
BEACH020 24-01318 25-00097	12/26/24 01/27/25	BEACH HAVEN AUTOMOTIVE, INC. SUPPLIES	Clsd Open	\$71.17 \$229.27	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$300.44</b>			
CAROL015 00111	01/27/25	CAROL JENKINS COURT ADMIN 12/31/24-1/23/25	Open	\$1,330.00	\$0.00		
DOWNS010 25-00110	01/27/25	CELEBRITY FORD FORD AXLE SHAFTS	Open	\$216.44	\$0.00		
POLET010 24-01040	10/08/24	CENTRAL JERSEY EQUIPMENT	Open	\$116.42	\$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
POLET010		CENTRAL JERSEY EQUIPMENT		<i>Account Continued</i>			
CENTR010 25-00002	01/10/25	CENTRAL JERSEY HEALTH INS FUND DENTAL & VISION COVERAGE 2025	Open	\$2,866.00	\$0.00		B
CLEAR010 25-00034 25-00101	01/14/25 01/27/25	CLEARY, GIACOBBE, ALFIERI & JA PROFESSIONAL SERVICES RENDEREI PROFESSIONAL SERVICES RENDEREI	Open Open	\$2,292.50 \$629.00	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$2,921.50</b>			
COLUM005 25-00023 25-00086	01/14/25 01/24/25	COLUMN SOFTWARE, PBC 2025 ANNUAL MEETING NOTICE 2025 ANNUAL LURB NOTICE	Open Open	\$120.68 \$105.96	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$226.64</b>			
COMCA010 25-00016	01/06/25	COMCAST CABLE TV/INTERNET/CABLE	Open	\$3,089.52	\$0.00		
CONST010 25-00047 25-00063 25-00090	01/15/25 01/24/25 01/24/25	CONNOR STRONG & BUCKELEW EMPLOYEE BENEFITS CONSULTING ACCIDENT POLICY COMMUNITY VOL EMPLOYEE BENEFITS CONSULTING	Open Open Open	\$1,100.00 \$500.00 \$550.00	\$0.00 \$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$2,150.00</b>			
HDSUP010 25-00049	01/15/25	CORE & MAIN, L.P. SENSUS ANALYTICS FEE 2025	Open	\$15,738.40	\$0.00		
CORON015 25-00119	01/28/25	CORONATO LAW PROFESSIONAL SERVICES RENDEREI	Open	\$1,287.00	\$0.00		
DASTI010 25-00035	01/14/25	DASTI MURPHY MCGUCKIN PROFESSIONAL SERVICES RENDEREI	Open	\$124.00	\$0.00		
DAWNA010 24-01331	12/27/24	DAWN ANNARUMMA MILEAGE TO/FROM POST OFFICE	Clsd	\$25.46	\$0.00		
DOGWA005 25-00028	01/14/25	DOG WASTE DEPOT PET WASTE BAGS	Open	\$1,415.40	\$0.00		
DROPB005 24-01338	12/31/24	DROPBOX, INC. DROPBOX STANDARD USER LICENSE	Clsd	\$1,800.00	\$0.00		
EAST010 24-01319 25-00098	12/26/24 01/27/25	EASTERN WAREHOUSE DISTRIBUTORS SUPPLIES & PARTS	Clsd Open	\$69.14 \$201.32	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$270.46</b>			
EDMUN010 25-00051 25-00053	01/15/25 01/15/25	EdmundsGovTech, Inc 25 SOFTWARE MAINT & HOSTING 2025 VALIDATOR MAINTENANCE	Open Open	\$22,338.77 \$2,909.00	\$0.00 \$0.00		
		<b>Vendor Total:</b>		<b>\$25,247.77</b>			

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
MUN010		EdmundsGovTech, Inc	<i>Account Continued</i>				
ADTCO005		EVERON, LLC					
24-01326	12/27/24	SERVICES PROV 12/29/24-1/28/25	Clsd	\$251.60	\$0.00		
25-00116	01/28/25	SERVICES PROV 1/29/25-2/27/25	Open	\$130.63	\$0.00		
		<b>Vendor Total:</b>		<b>\$382.23</b>			
GANNE010		GANNETT N.Y. - N.J. LOCALIQ					
25-00019	01/14/25	BHT, APP PUBLICATIONS	Open	\$216.00	\$0.00		
25-00020	01/14/25	PUBLIC NOTICE 12/26/24 MTG.	Open	\$42.92	\$0.00		
25-00085	01/24/25	LUB ANNUAL NOTICE, ORD 25-01	Open	\$315.98	\$0.00		
		<b>Vendor Total:</b>		<b>\$574.90</b>			
GFOA010		GFOA OF NEW JERSEY					
25-00054	01/15/25	2025 REGULAR MEMBERSHIP DUES	Open	\$100.00	\$0.00		
HEYER005		HEYER, GRUEL & ASSOCIATES					
25-00039	01/15/25	PROFESSIONAL SERVICES RENDEREI	Open	\$330.00	\$0.00		
HOMED010		HOME DEPOT CREDIT SERVICES					
25-00026	01/06/25	XMAS ARTIFICIAL TREES	Open	\$209.70	\$0.00		
JPHEN010		J.R. HENDERSON LABS, INC.					
00046	01/15/25	LAB TESTING 12/2024	Open	\$70.00	\$0.00		
JONAT005		JONATHAN LAW FINE ART FRAMING					
25-00067	01/24/25	AERIAL PHOTOS	Open	\$840.00	\$0.00		
25-00068	01/24/25	AERIAL PHOTOS	Open	\$1,050.00	\$0.00		
		<b>Vendor Total:</b>		<b>\$1,890.00</b>			
JOYCE005		JOYCE MEDIA LLC					
25-00069	01/24/25	WEBSITE HOSTING & MAINTENANCE	Open	\$349.85	\$0.00		
JULIA005		JULIA STRAGAPEDE					
25-00122	01/28/25	RETURN OF USE OF PUB PROPERTY	Open	\$50.00	\$0.00		
KAREN010		KAREN GARCIA					
24-01330	12/27/24	10/16/24 - 1/3/25 FAX REIMBURS	Clsd	\$103.94	\$0.00		
KATHL010		KATHLEEN FLANAGAN					
25-00036	01/14/25	2024 LEAG OF MUNI TRAVEL REIMB	Open	\$173.43	\$0.00		
KONIC010		KONICA MINOLTA BUSINESS					
25-00055	01/17/25	POLICE ALL COVERED CARE	Open	\$5,631.84	\$0.00		
25-00120	01/28/25	IT SERVICES	Open	\$7,104.22	\$0.00		
		<b>Vendor Total:</b>		<b>\$12,736.06</b>			
KIC005		KONICA MINOLTA PREMIER FINANCE					
25-00118	01/28/25	COPIER LEASE PMT - FEB 2025	Open	\$228.11	\$0.00		
LANGU010		LANGUAGE SERVICES ASSOCIATES					
25-00038	01/15/25	INTERPRETATION SERVICES	Open	\$10.50	\$0.00		

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
LANGU010		LANGUAGE SERVICES ASSOCIATES		<i>Account Continued</i>			
LINCO010 24-01332	12/30/24	LINCOLN NATIONAL LIFE INS. CO. 2023 LOSAP CONTRIBUTION - FIRE	Clsd	\$6,457.00	\$0.00		
LONGB030 25-00115	01/28/25	LONG BEACH ISLAND HEALTH DEPT. 1ST QUARTER PUBLIC HEALTH SERV	Open	\$13,642.72	\$0.00		
LONGB040 25-00033	01/14/25	LONG BEACH TWP. REIMB/FEES COLECTED DEC 2024	Open	\$3,349.00	\$0.00		
LAGOO005 24-01333	12/30/24	MAX DIROCCO 2024 CHRISTMAS PARADE	Clsd	\$800.00	\$0.00		
MIRAC010 24-01325	12/26/24	MIRACLE CHEMICAL COMPANY 15% SODIUM HYPOCHLORITE	Clsd	\$812.37	\$0.00		
MONMO010 25-00066	01/24/25	MONMOUTH & OCEAN COUNTIES TCTA 2025 MEMBERSHIP APPLICATIONS	Open	\$160.00	\$0.00		
25-00087	01/24/25	2025 MEMBERSHIP	Open	\$80.00	\$0.00		
		<b>Vendor Total:</b>		<b>\$240.00</b>			
NJCON010 25-00072	01/24/25	N.J. CONFERENCE OF MAYORS 2025 MEMBERSHIP DUES	Open	\$400.00	\$0.00		
NJNAT010 25-00015	01/06/25	N.J. NATURAL GAS NATURAL GAS SUPPLY	Open	\$7,125.27	\$0.00		
NJPLA010 25-00076	01/24/25	N.J. PLANNING OFFICIALS ANNUAL SINGLE BOARD MEMBERSHIP	Open	\$325.00	\$0.00		
NJSTA020 25-00074	01/24/25	N.J. STATE LEAGUE OF MUNICIPAL 2025 MEMBERSHIP DUES	Open	\$313.00	\$0.00		
NJWAT010 25-00093	01/24/25	N.J. WATER ASSOCIATION 2025 MEMBERSHIP DUES	Open	\$540.00	\$0.00		
NEWJE010 25-00025	01/14/25	NEW JERSEY REGISTRAR'S ASSOC 2025 MEMBERSHIP RENEWAL	Open	\$50.00	\$0.00		
NJSTA010 25-00114	01/28/25	NEW JERSEY STATE ASSOCIATION 2025 MEMBERSHIP DUES	Open	\$275.00	\$0.00		
NJMOTOR1 25-00113	01/28/25	NJ Motor Vehicle Commission ABANDONED VEHICLES	Open	\$6.00	\$0.00		
NJMMA010 25-00075	01/24/25	NJ MUNICIPAL MANAGEMENT ASSOC. 2025 MEMBERSHIP RENEWAL	Open	\$300.00	\$0.00		
NJSHBP01 25-00001	01/10/25	NJSHBP-Div of Pensions/Benefit ANNUAL EMPLOYEE HEALTHCARE '25	Open	\$79,846.49	\$0.00		B

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
DEP010 00030 00048	01/14/25 01/15/25	O.C. DEPARTMENT OF FINANCE 2025 TAX LEVY - 1ST QUARTER ADD & OMITTED ASSESSMENTS 2024	Open Open	\$1,905,862.60 \$61,307.47	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$1,967,170.07</b>			
OCMAY010 25-00077	01/24/25	O.C. MAYORS ASSOCIATION 2025 MEMBERSHIP DUES	Open	\$265.00	\$0.00		
OCCLA010 25-00080	01/24/25	O.C. MUNICIPAL CLERK'S ASSOC. 2025 ANNUAL MEMBERSHIP DUES	Open	\$185.00	\$0.00		
OCMUN010 25-00017 25-00018	01/10/25 01/10/25	O.C. MUNICIPAL JOINT INS. FUND 1ST INSTALLMENT 2025 1ST INSTALLMENT 2025/SBFD & FA	Open Open	\$197,713.00 \$1,703.00	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$199,416.00</b>			
OCROA010 25-00027	01/14/25	O.C. ROAD DEPARTMENT 4TH QTR 2024	Open	\$7,067.58	\$0.00		
OFFIC010 25-00043	01/15/25	OFFICE BASICS, INC. CLEANING SUPPLIES	Open	\$348.27	\$0.00		
OWENL010 01324 00091	12/26/24 01/24/25	OWEN LITTLE AND ASSOCIATES ENGINEERING SERVICES ENGINEERING SERVICES	Clsd Open	\$1,540.99 \$15,230.50	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$16,771.49</b>			
PAVIA005 25-00082	01/24/25	PAVIA ENTERPRISES LLC COURIER SERVICES - DECEMBER	Open	\$316.29	\$0.00		
PBALO005 24-01316 25-00058	12/26/24 01/23/25	PBA LOCAL 175 PBA UNIONS DUES PBA UNION DUES	Clsd Open	\$520.00 \$520.00	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$1,040.00</b>			
PETTY010 24-01334	12/30/24	PETTY CASH PETTY CASH RECEIPTS	Clsd	\$172.67	\$0.00		
PITNE010 25-00112	01/28/25	PITNEY BOWES GLOBAL FINANCIAL POSTAGE MACHINE RENTAL	Open	\$322.89	\$0.00	C2400001	C
PRIME015 24-01327	12/27/24	PRIMEPOINT LLC PAYROLL SERVICES DEC 2024	Clsd	\$592.00	\$0.00		
READY005 24-01293	12/05/24	READY REFRESH WATER DELIVERY	Clsd	\$443.02	\$0.00		
GI010 00089	01/24/25	RIGGINS, INC. FUEL INVOICES	Open	\$684.08	\$0.00		
RUMPF005		RUMPF LAW, P.C.					

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
RUMPF005		RUMPF LAW, P.C.		<i>Account Continued</i>			
25-00081	01/24/25	PROFESSIONAL SERVICES RENDEREI	Open	\$200.00	\$0.00		
SELEC010		SELECTIVE INSURANCE					
25-00042	01/15/25	FLOOD INSURANCE 2025	Open	\$20,558.00	\$0.00		
SBFH0010		SHIP BOTTOM FIRE COMPANY					
24-01335	12/31/24	GRANT PAYMENT REIMBURSEMENT	Clsd	\$27,282.50	\$0.00		
SOUTH060		SOUTHERN REGIONAL SCHOOL DISTR					
25-00004	01/10/25	REGIONAL SCHOOL TAXES 2025	Open	\$273,043.58	\$0.00		B
STAND010		STANDARD INSURANCE COMPANY					
24-01328	12/27/24	SHORT-TERM DISABILITY DEC 2024	Clsd	\$736.83	\$0.00		
STATE010		STATE OF NEW JERSEY-PWT					
25-00031	01/14/25	PUBLIC WATER TAX-4TH QTR 2024	Open	\$176.45	\$0.00		
STEVE025		Steven LaMarco					
24-01339	12/31/24	LAPTOP REIMBURSEMENT	Open	\$649.99	\$0.00		
SUBUR010		SUBURBAN DISPOSAL INC.					
25-00041	01/15/25	SOLID WASTE & RECYCLING - DEC	Open	\$48,733.40	\$0.00		
SUNOC005		SUNOCO LP					
24-01320	12/26/24	UNLEADED FUEL SUPPLY	Clsd	\$2,106.12	\$0.00		
25-00094	01/24/25	UNLEADED FUEL SUPPLY	Open	\$1,687.08	\$0.00		
		<b>Vendor Total:</b>		<b>\$3,793.20</b>			
TMASS005		T & M ASSOCIATES					
25-00083	01/24/25	PROFESSIONAL SERVICES RENDEREI	Open	\$5,158.77	\$0.00		
TCTAN005		TCTANJ					
25-00065	01/24/25	2025 MEMBERSHIP APPLICATION	Open	\$100.00	\$0.00		
TEAMS005		TEAMSTERS LOCAL UNION NO 35					
24-01317	12/26/24	UNION DUES DECEMBER 2024	Clsd	\$263.00	\$0.00		
25-00059	01/23/25	UNION DUES JANUARY 2025	Open	\$225.00	\$0.00		
		<b>Vendor Total:</b>		<b>\$488.00</b>			
THEDR005		THE DRILL SERGEANT CLEANING					
25-00050	01/15/25	JANITORIAL SERVICES - NOV&DEC	Open	\$6,040.00	\$0.00		
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					
25-00073	01/24/25	WATER ALLOCATION PERMIT 2025	Open	\$5,580.00	\$0.00		
TREAS030		TREASURER, STATE OF NEW JERSEY					
25-00078	01/24/25	3RD & 4TH QTR. LICENSE REPORTS	Open	\$175.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
EAS070 00102	01/27/25	TREASURER, STATE OF NJ/1992GT 1992 GREEN TRUST PMT #34	Open	\$9,938.59	\$0.00		
TUCKE010 24-01321 25-00100	12/26/24 01/27/25	TUCKERTON LUMBER COMPANY SUPPLIES	Clsd Open	\$15.99 \$113.51	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$129.50</b>			
USBAN055 25-00105 25-00106 25-00107 25-00108 25-00109	01/27/25 01/27/25 01/27/25 01/27/25 01/27/25	US BANK CORPORATE TRUST SERV. NJEIT 2020 A1 (CW) S340 311-03 NJEIT 2023 A-W1/C-W1 S34031105 NJEIT 2020 A-1 W1528001-002 NJEIT 2022 A-2 W1528001-003 NJEIT2023-W1/C-W1 W1528001-004	Open Open Open Open Open	\$46,161.88 \$67,996.88 \$33,045.42 \$161,831.92 \$62,240.58	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$371,276.68</b>			
USPOS015 24-01315	12/26/24	US POSTMASTER POSTAGE FOR BILL MAILING	Clsd	\$250.00	\$0.00		
VERIZ010 25-00117	01/28/25	VERIZON TELEPHONE SERVICES	Open	\$326.99	\$0.00		
VERIZ020 01329 00099	12/27/24 01/27/25	VERIZON WIRELESS CELL PHONE & MDT 11/16-12/15 CELL PHONE & MDT 12/16-1/15	Clsd Open	\$971.02 \$971.32	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$1,942.34</b>			
WBMAS010 25-00045 25-00084	01/15/25 01/24/25	W.B. MASON CO., INC. POLICE DEPT INK OFFICE SUPPLIES	Open Open	\$332.73 \$111.85	\$0.00 \$0.00		
<b>Vendor Total:</b>				<b>\$444.58</b>			

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**Total Purchase Orders: 123 Total P.O. Line Items: 0 Total List Amount: \$3,191,883.74 Total Void Amount: \$0.00**

<b>Totals by Year-Fund</b>						
<b>Fund Description</b>	<b>Fund</b>	<b>Budget Total</b>	<b>Revenue Total</b>	<b>G/L Total</b>	<b>Project Total</b>	<b>Total</b>
<b>CURRENT FUND</b>	<b>4-01</b>	<b>\$129,466.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$129,466.44</b>
<b>WATER/SEWER FUND</b>	<b>4-06</b>	<b>\$3,964.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,964.16</b>
	<b>Year Total:</b>	<b>\$133,430.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$133,430.60</b>
<b>CURRENT FUND</b>	<b>5-01</b>	<b>\$2,494,072.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,494,072.04</b>
<b>WATER/SEWER FUND</b>	<b>5-06</b>	<b>\$546,574.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$546,574.92</b>
	<b>5-11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,658.78</b>	<b>\$4,658.78</b>
	<b>Year Total:</b>	<b>\$3,040,646.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,658.78</b>	<b>\$3,045,305.74</b>
<b>CAPITAL FUND</b>	<b>C-04</b>	<b>\$707.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$707.50</b>
<b>UTILITY CAPITAL FUNC</b>	<b>C-07</b>	<b>\$4,480.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,480.00</b>
	<b>Year Total:</b>	<b>\$5,187.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,187.50</b>
<b>GRANT FUND</b>	<b>G-02</b>	<b>\$2,232.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,232.90</b>
	<b>P-22</b>	<b>\$1,528.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,528.00</b>
<b>TRUST-OTHER</b>	<b>T-03</b>	<b>\$850.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$850.00</b>
<b>CONSTRUCTION TRUS</b>	<b>T-13</b>	<b>\$3,349.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,349.00</b>
	<b>Year Total:</b>	<b>\$4,199.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,199.00</b>
<b>Total Of All Funds:</b>		<b>\$3,187,224.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,658.78</b>	<b>\$3,191,883.74</b>

**BOROUGH OF SHIP BOTTOM**  
Purchase Order Listing By Vendor Name

01/28/2025

03:37 PM

<b>Project Description</b>	<b>Project No.</b>	<b>Project Total</b>
<b>BALDWIN RESIDENCE LLC</b>	<b>DKT 23-03</b>	<b>\$3,360.00</b>
<b>IP BOTTOM CREEK NJ LLC</b>	<b>DKT 24-12</b>	<b>\$1,298.78</b>
<b>Total Of All Projects:</b>		<b>\$4,658.78</b>

