

MINUTES  
SPECIAL MEETING OF THE  
BOROUGH OF SHIP BOTTOM  
FEBRUARY 13, 2025  
9:00 AM

1. CALL MEETING TO ORDER

The Mayor called the meeting to order at 9:00 am.

2. FLAG SALUTE AND PRAYER

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

3. STATEMENT OF NOTICE

The Clerk read the Statement of Notice.

4. ROLL CALL

The Clerk took a roll call and those present were:

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

Also, present:

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

5. CDBG 1<sup>ST</sup> HEARING

The Mayor explained that the Community Development Block Grant was an-every other year grant and that in the past the grant had been used to purchase all access park equipment, a walking path for all access and most recently, the beach taxi vehicles. He explained that this go-around the Borough anticipates utilizing the grant for beach walkover mats. Kathleen Flanagan mentioned that the grant won't cover the cost of mats for all the dune walkovers, but that it is a start. The Borough will be conducting a study to ensure that the beaches that most need assistance will get the mats first, and in the future, more mats will be purchased.

1. Open to the Public

The Mayor opened the floor for comment on the CDBG Grant on a motion by Councilman English, seconded by Councilwoman Basile and an all in favor vote. William Fenimore, Robert Drive: Mr. Fenimore was pleased with the choice for the beach mats. He said that he had spoken with a company at the league in Atlantic City last fall. Lastly, he said that he felt it was a good thing for the community and getting the mats for as many walkovers as possible was a great start.

Barbra Kiernan, 136 E. 22<sup>nd</sup> St.: Mrs. Kiernan was pleased with the option of getting the mats. She wanted to know if Public Works would be trained on how to maintain the mats and wanted to know how the mats would be kept sand free.

6. NEW BUSINESS

1. 2025-42 Bills List

**RESOLUTION 2025-42  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE PAYMENT OF MUNICIPAL BILLS  
IN THE AMOUNT OF \$59,735.92**

**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 \$59,735.925 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 English  
Dated: February 13, 2025  
Roll Call: Tallon, English, Butkus, Basile, Hartman, all aye.

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Second: Councilman Butkus  
Dated: February 13, 2025  
Roll Call: English, Butkus, Basile, Hartman, Tallon, Valyo, all aye.

**CERTIFICATION**

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

Kristy DeBoer, RMC  
Municipal Clerk

4. 2025-45 Refunding Overpayment of Taxes  
RESOLUTION 2025-45  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE TREASURER TO REFUND MONEY  
FOR TAX OVERPAYMENTS

**WHEREAS**, it has been determined by the Tax Collector that the taxpayers listed below are entitled to a tax refund due to monies paid on wrong property; and

**WHEREAS**, it is the desire of the Governing Body to return said monies to Classic Business Solutions, LLC at 267 Amboy Avenue, Suite 12, Metuchen, NJ 08840; and

**WHEREAS**, the Tax Collector is hereby authorized to refund a payment made on a wrong account to:

**Property Assessed to: B-88 L-1.02 1107 Long Beach Blvd. Assessed to Aurely & Sophia LLC but refunding Shore Title, 2699 Dune Drive, Avalon, NJ 08202 in the amount of \$952.86.**

**Return payment to: B-88 L-2 1101 Long Beach Blvd. Assessed to: Aurely & Sophia LLC but refunding Shore Title, 2699 Dune Drive, Avalon, NJ 08202 in the amount of \$1885.23.**

**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 a tax payment to the individual named above.

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

Motion: Councilman Tallon  
Second: Councilman Basile  
Dated: February 13, 2025  
Roll Call: English, Butkus, Basile, Hartman, Tallon, Valyo, all aye.

**CERTIFICATION**

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at a regular meeting held on February 25, 2025.

Kristy DeBoer, RMC  
Municipal Clerk

5. 2025-46 Tourism Grant  
RESOLUTION 2025-46  
RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE APPLICATION FOR AN  
OCEAN COUNTY MATCHING  
TOURISM PROMOTIONAL GRANT

**WHEREAS**, the Ocean County Matching Tourism Promotional Grant Program has announced that funding is available to qualifying nonprofit organizations to promote tourism in Ocean County; and

**WHEREAS**, matching fund grants are available for 2025; and

**WHEREAS**, the Tourism Promotional Grant is to be used for promotion only.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Ship Bottom, County of Ocean, that the Administrative Assistant is hereby authorized to apply to the Ocean County Matching Tourism Promotional Grant Program for a matching grant in the amount of **\$15,000.00** to be used to promote tourism in the Borough of Ship Bottom.

Motion: Councilman Tallon  
Second: Councilman Hartman  
Dated: February 13, 2025  
Roll Call: English, Butkus, Basile, Hartman, Tallon, Valyo, all aye.

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Second: Councilman Basile  
Dated: February 13, 2025  
Roll Call: English, Butkus, Basile, Hartman, Tallon, Valyo, all aye.

**CERTIFICATION**

I, Kristy DeBoer, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Mayor and Council at a Regular Meeting held on February 13, 2025.

Kristy DeBoer, RMC  
Municipal Clerk

**7. ORDINANCES**

1. 2025-02 Emergency Vehicle Ordinance (BOND ORDINANCE)  
The Mayor asked for a motion to introduce Ordinance 2025-02. Councilman Valyo made a motion, seconded by Councilwoman Basile. A roll call vote was heard with six in the affirmative, none opposed. Motion Approved.

**BOROUGH OF SHIP BOTTOM  
COUNTY OF OCEAN**

**BOND ORDINANCE NO. 2025-02**

**BOND ORDINANCE PROVIDING FOR THE ACQUISITION OF VARIOUS EMERGENCY RESPONDER VEHICLES/EQUIPMENT, APPROPRIATING \$2,500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$2,375,000 BONDS AND NOTES TO FINANCE A PORTION OF THE COSTS THEREOF, AUTHORIZED IN AND BY THE BOROUGH OF SHIP BOTTOM, IN THE COUNTY OF OCEAN, NEW JERSEY**

BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF SHIP BOTTOM, IN THE COUNTY OF OCEAN, STATE OF NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:

Section 1. The improvements described in Section 3 of this bond ordinance are hereby authorized as general improvements to be undertaken in and by the Borough of Ship Bottom, in the County of Ocean, New Jersey (the "Borough"). For the improvements or purposes described in Section 3, there is hereby appropriated the sum of \$2,500,000, said sum being inclusive of all appropriations heretofore made therefor, including the sum \$125,000 as the down payment for said purposes as required by the Local Bond Law, N.J.S.A. 40A:2-1 et seq., now available by virtue of provision from the Capital Improvement Fund of one or more previously adopted budgets.

Section 2. In order to finance the costs of said improvements or purposes not provided for by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount not to exceed \$2,375,000, pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvements hereby authorized to be undertaken and the purposes for which the obligations are to be issued consist of the acquisition of various emergency responder vehicles/equipment, including, but not limited to, a fire truck and an ambulance, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with contracts, plans, specifications or requisitions therefor on file with or through the Borough Clerk, as finally approved by the governing body of the Borough.

(b) The estimated maximum amount of bonds or notes to be issued for the improvements or purposes described in Section 3(a) hereof is \$2,375,000, as stated in Section 2 hereof.

(c) The estimated cost of the improvements or purposes described in Section 3(a) hereof is \$2,500,000, which is equal to the amount of the appropriation herein made therefor. The excess of the appropriation of \$2,500,000 over the estimated maximum amount of bonds or notes to be issued therefor being the amount of said \$125,000 down payment for said purposes.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer of the Borough, provided that no note shall mature later than one (1) year from its date. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8. The notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer, who shall determine all matters in connection with notes issued pursuant to this ordinance, and the chief financial officer's signature upon the notes shall be conclusive evidence as to all such determinations. The chief financial officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of such notes occurs, such report shall include the amount, the description, the interest rate and the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

Section 5. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not a current expense and are improvements or purposes that the Borough may lawfully undertake as general

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WHEREAS, the Borough of Ship Bottom, in the County of Ocean, New Jersey (the "Borough") adopted Bond Ordinance No. 2021-14 on August 24, 2021 (the "Prior Ordinance") authorizing the acquisition of garbage trucks; and

WHEREAS, the Borough no longer wishes to authorize the acquisition of garbage trucks by the Prior Ordinance; and

WHEREAS, the Borough has determined that the purpose of the Prior Ordinance should be amended to only include the construction of the new Borough Hall - Phase V, without increasing the aggregate appropriation or amount of debt authorized by the Prior Ordinance, by amendment of the Prior Ordinance; and

WHEREAS, the Borough has determined that the average period of usefulness authorized by the Prior Ordinance should be increased accordingly; and

WHEREAS, the Borough has determined that the \$15,000 authorized by the Prior Ordinance for purposes permitted under N.J.S.A. 40A:2-20 is insufficient and desires to increase such allocation by \$35,000 to an aggregate amount of \$50,000.

NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL of the BOROUGH OF SHIP BOTTOM, IN THE COUNTY OF OCEAN, STATE OF NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:

Section One. The title of the Prior Ordinance is hereby amended to read as follows:

**BOND ORDINANCE PROVIDING FOR THE CONSTRUCTION OF THE NEW BOROUGH HALL - PHASE V, APPROPRIATING \$500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$475,000 BONDS AND NOTES TO FINANCE A PORTION OF THE COSTS THEREOF, AUTHORIZED IN AND BY THE BOROUGH OF SHIP BOTTOM, IN THE COUNTY OF OCEAN, NEW JERSEY**

Section Two. Section 3(a) of the Prior Ordinance is hereby amended to read as follows:

(a) The improvements hereby authorized to be undertaken and the purposes for which the obligations are to be issued consist of the construction of the new Borough Hall - Phase V, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with contracts, plans, specifications or requisitions therefor on file with or through the Borough Clerk, as finally approved by the governing body of the Borough.

Section Three. Section 5(b) of the Prior Ordinance is hereby amended to read as follows:

(b) The average period of usefulness of the improvements or purposes, within the limitations of the Local Bond Law and taking into consideration the amount of the obligations authorized for said purposes, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is forty (40) years.

Section Four. Section 5(d) of the Prior Ordinance is hereby amended to read as follows:

(d) An aggregate amount not exceeding \$50,000 for interest on said obligations, costs of issuing said obligations, engineering costs, legal fees and other items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included as part of the cost of said improvements and is included in the estimated cost indicated herein for said improvements.

Section Five. The aggregate appropriation of \$500,000, the aggregate debt authorization of \$475,000, and other authorizations of the Prior Ordinance remain unchanged and are hereby confirmed.

Section Six. All ordinances or parts of ordinances in conflict or inconsistent with any of the terms of this ordinance are hereby repealed to the extent that they are in such conflict or are inconsistent. In the event that any section, part or provision of this ordinance shall be held to be unconstitutional or invalid by any court, such holding shall not affect the validity of this ordinance as a whole, or any part hereof other than the part so held unconstitutional or invalid.

Section Seven. This amendatory bond ordinance shall take effect twenty days after the first publication thereof after final passage, as provided in the Local Bond Law, N.J.S.A. 40A:2-1 et seq.

**NOTICE**

Public Notice is hereby given that the foregoing Ordinance was introduced and passed on the first reading at a special meeting of the Mayor and Council of the Borough of Ship Bottom, County of Ocean, State of New Jersey, held on Thursday February 13, 2025, at 9:00 a.m..

Further public notice is hereby given that said ordinance shall be considered for final passage and adoption at a regular meeting of the Mayor and Council to be held on February 25, 2025, at 6:30 p.m. at the Municipal Building, 1621 Long Beach Boulevard, Ship Bottom, New Jersey 08008.

**12. PUBLIC COMMENT**

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Kristy DeBoer, RMC  
Municipal Clerk

Ranges	Item Status	Purchase Types	Misc
<b>Range: First to Last</b> <b>Rcvd Batch Id Range: First to Last</b> <b>Encumbrance Date 01/29/25 to 12/31/25</b> <b>Range:</b>			
	Open: N	Bid: Y	P.O. Type: All
	Void: N	State: Y	Include Project Line Yes
	Paid: Y	Other: Y	Items:
	Held: N	Exempt: Y	Format: Condensed
	Aprv: Y		Y
	Rcvd: N		Include Non-Budgeted:
			Vendors: All

Vendor #	Name	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
701CE005	701 CENTRAL AVENUE LLC	01/29/25	RELEASE OF ESCROW	Clsd	\$2,552.24	\$0.00		
AMAZO005	AMAZON.COM							
25-00134	IPHONE 14 CASE	02/10/25		Open	\$210.89	\$0.00		
25-00137	UNIFORMS	02/10/25		Open	\$323.37	\$0.00		
25-00138	HOLSTERS	02/10/25		Open	\$276.48	\$0.00		
25-00139	UNIFORMS	02/10/25		Open	\$97.99	\$0.00		
25-00143	STAINLESS STEEL SCREW	02/10/25		Open	\$22.56	\$0.00		
25-00152	LIMBSAVER RECOIL PAD	02/13/25		Open	\$42.99	\$0.00		
25-00153	SAUCONY MEN'S ENDORPHIN SHOE	02/13/25		Open	\$115.00	\$0.00		
	<b>Vendor Total:</b>				<b>\$1,089.28</b>			
ATLAN050	ATLANTIC CITY ELECTRIC							
25-00129	ELECTRICITY & STREET LIGHTING	02/05/25		Open	\$16,496.04	\$0.00		
COMCA010	COMCAST CABLE							
25-00130	TV/INTERNET/CABLE	02/06/25		Open	\$3,128.73	\$0.00		
DIREC005	DIRECT ENERGY BUSINESS							
25-00131	ELECTRICITY & STREET LIGHTNING	02/05/25		Open	\$6,512.39	\$0.00		
NUNAT010	N.J. NATURAL GAS							
25-00127	NATURAL GAS SUPPLY	02/06/25		Open	\$8,077.84	\$0.00		
PFRS0010	P.F.R.S.							
25-00132	NASH 22/23 SUSPENSION PENS PMT	02/07/25		Open	\$14,044.90	\$0.00		
RUTGE010	RUTGERS, THE STATE UNIVERSITY							
25-00133	POWERS&DUTIES OF ELECTED OFF.	02/10/25		Open	\$200.00	\$0.00		
25-00170	COURSE REGISTRATION - QPA 2	02/13/25		Open	\$944.00	\$0.00		
	<b>Vendor Total:</b>				<b>\$1,144.00</b>			
SBFH0010	SHIP BOTTOM FIRE COMPANY							
25-00147	1/3 COST OF FLEET EVAL REPORT	02/11/25		Open	\$4,262.40	\$0.00		
TENNA010	TENNANT MAGEE LAW							
25-00126	PROFESSIONAL SERVICES RENDERER	02/04/25		Open	\$2,428.10	\$0.00		

**Total Purchase Orders: 17 Total P.O. Line Items: 0 Total List Amount: \$59,735.92 Total Void Amount: \$0.00**

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<b>Project Description</b>	<b>Project No.</b>	<b>Project Total</b>
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701 CENTRAL AVENUE, LLC	DKT 18-05	\$2,552.24
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**Total Of All Projects:**                     \$2,552.24