

MEETING AT MUNICIPAL BUILDING, 9508 SECOND AVENUE
PRELIMINARY AGENDA FOR COUNCILMEMBERS
SUBJECT TO CHANGE

AGENDA

Regular Meeting

Tuesday, October 20, 2015

4:30 PM

Resolution – Appoint Police Officer (1) Carusi

SWEAR IN POLICE OFFICER – Zoltan Garay

OLD BUSINESS

NEW BUSINESS:

Ordinance – Background Checks – Possible (2) Carusi

Resolution – Reject Bids Chelsea Park – Re-bid (3) Davies-Dunhour

Resolution – Invasive Reed Removal (4) Rich

Resolution- Change Order MJJ Construction (5) Kramar

Resolution- Refund Boat Ramp Fees (6) Davies-Dunhour

Resolution – Bond Anticipation Notes (7) Rich

**Resolution – Lomax – Prepare Community Forestry Management Plan (8)
Rich**

Motion – Mayor to sign Tree City USA application (9) Lane

Motion – Approve Harvest Festival October 24 (10) Davies-Dunhour

DISCUSSION

Skate Park



BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

RESOLUTION

APPOINTING FULL-TIME POLICE OFFICER

WHEREAS, the Chief of Police, Paul J. Reynolds has recommended to the Public Safety Committee the hiring of Zoltan Attila Garay as a full-time police officer for the Borough of Stone Harbor; and

WHEREAS, the Public Safety Committee recommends that Borough Council make this appointment.

NOW, THEREFORE, BE IT RESOLVED by the Members of Council of the Borough of Stone Harbor, in the County of Cape May and State of New Jersey that Zoltan Attila Garay is hereby appointed as a full-time permanent member of the Stone Harbor Police Department, his appointment to begin October 20, 2015.

Offered by Seconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council
duly held on theday of, 2015

.....

Borough Clerk

The above resolution approved this day of....., 2015

.....
Mayor

(2)

**AN ORDINANCE AUTHORIZING CRIMINAL HISTORY RECORD
BACKGROUND CHECKS FOR EMPLOYEES OR VOLUNTEERS HAVING
CONTACT WITH PERSONS UNDER EIGHTEEN YEARS OF AGE**

Section 1. Statement of Purpose

In recognition of the dangers that persons convicted of certain offenses may pose to children, the Borough of Stone Harbor seeks to be proactive. To that end, the Borough Council believes that it is appropriate and in the interests of the health, safety and welfare of the residents of the Borough of Stone Harbor to put into place procedures to conduct criminal history background checks on volunteers and employees who will, in the performance of their duties, have regular contact with children. The Borough Council has the utmost respect for the volunteers and employees of the Borough. This ordinance will allow the Borough to ensure that persons who have been convicted of certain delineated offense will be ineligible for duties that involve contact with children. In this way, the overriding goal of providing the maximum protection for children participating in Borough programs will be codified and subject to continuing oversight.

Section 2. [New Section]

[Chapter Number as Determined by Code Publisher]

**Criminal History Record Background Checks for Employees and Volunteers
Having Contact with Persons Under Eighteen Years of Age**

[x] (a). Definitions

As used in this chapter, the following terms shall have the meanings indicated:

CRIMINAL HISTORY RECORD BACKGROUND CHECK — The determination of whether a person has a criminal record by cross-referencing that person's name and/or fingerprints with those on file with the Federal Bureau of Investigation, Identification Division, and/or the State Bureau of Identification of the New Jersey State Police.

CRIMINAL HISTORY RECORD INFORMATION or CHRI — Information collected by criminal justice agencies concerning persons and stored in the computerized databases of the New Jersey State Police SBI Criminal History Information System, the National Law Enforcement Telecommunications System or other states' computerized repositories containing criminal history record information consisting of identifiable descriptions and notations of arrests, indictments or other formal criminal charges and any dispositions arising there from, including convictions, dismissals, correctional supervision and release.

DEPARTMENT — The Borough of Stone Harbor Police Department.

NONCRIMINAL JUSTICE PURPOSE — Any purpose, other than administration of criminal justice or criminal justice purpose, including employment and licensing, for which applicant fingerprints or name search requests are submitted by authorized requesters, as required or permitted by a federal or state statute, rule or regulation, executive order, administrative code provision, local ordinance, resolution or by this chapter, to the State Bureau of Identification for the dissemination of criminal history record information.

STATE BUREAU OF IDENTIFICATION or SBI — The New Jersey State Bureau of Identification created by P.L. 1930, c. 65, as a bureau within the Division of State Police.

BOROUGH SPONSORED PROGRAMS — Any programs organized and directed by the Borough Recreation Department for children who are under the age of 18.

PROGRAMS UTILIZING BOROUGH FACILITIES — Any program or event which is organized for the specific purpose of attracting participation by persons under 18 years of age which utilizes public land or facilities.

[x](b). Request for criminal background checks; costs.

1. The Borough requires that all employees and volunteers over the age of 18 years, and all persons utilizing Borough facilities, having direct contact with minors and involved with Borough-sponsored programs or other programs specifically organized for participation by persons under the age of eighteen years old, submit to a criminal history record background check. Failure to so submit to such background check shall constitute grounds for disqualification of that individual.
2. The Borough shall conduct a criminal history record background check only upon receipt of the written consent to the check from the prospective or current employee or volunteer. In the case of an outside organization utilizing Borough facilities for such programs, submission of a list of applicable persons with such consent from each person shall be required prior to approval of such use. Of Borough facilities.
3. The Division of State Police shall inform the Borough Police Department whether the person's criminal history record background check reveals a conviction of a disqualifying crime or offense as set forth herein below.
4. The Borough shall bear the cost associated with conducting this criminal history record background check for all employees or volunteers involved in Borough-sponsored programs. Costs associated with persons required to submit to such background checks who are not Borough employees or volunteers but utilize Borough facilities shall be borne by such individual or the organization for which such individual works or volunteers.

[x](c). Conditions under which a person is disqualified from service.

1. A person shall be disqualified from serving as an employee or volunteer involved with Borough-sponsored programs or persons involved in other programs using Borough facilities specifically organized for participation by persons under the age of eighteen years old if that person's criminal history record background check reveals a record of conviction of any of the following crimes or offenses:
 - (1) In New Jersey, any crime or disorderly persons offense:
 - (a) Involving danger to the person, meaning those crimes and disorderly persons offenses set forth in N.J.S.A. 2C:11-1 et seq. (i.e., criminal homicide; murder; manslaughter; death by vehicular homicide; aiding suicide; leaving the scene of a motor vehicle accident); N.J.S.A. 2C:12-1 et seq. (i.e., assault; endangering an injured victim; recklessly endangering another person; terroristic threats; stalking; disarming law enforcement or corrections officer); N.J.S.A. 2C:13-1 et seq. (i.e., kidnapping; criminal restraint; interference with custody; criminal coercion; enticing child into motor vehicle, structure or isolated area); N.J.S.A. 2C:14-1 et seq. (i.e., sexual assault; criminal sexual contact; lewdness; juveniles in need of supervision); N.J.S.A. 2C:15-1 et seq. (i.e., robbery; carjacking).
 - (b) Against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in N.J.S.A. 2C:24-1 et seq. (i.e., bigamy; endangering the welfare of children, incompetent persons, the elderly or disabled persons; willful nonsupport; unlawful adoptions; employing a juvenile in the commission of a crime).
 - (c) Involving theft as set forth in chapter 20 of title 2C of the New Jersey Statutes (i.e., including theft of real or personal property in excess of \$200; receiving stolen property; fencing; theft of services; shoplifting; computer related theft).
 - (d) Involving any controlled dangerous substance or controlled substance analog as set forth in Chapter 35 of Title 2C of the New Jersey Statutes except Paragraph (4) of Subsection a. of N.J.S.A. 2C:35-10.
 - (e) Providing alcoholic beverages to minors.
 - (f) Sexual offenses, including but not limited to child pornography, pursuant to N.J.S.A. 2C:24-1 et seq.
 - (g) Selling firearms or other weapons to pursuant to N.J.S.A. 39-9.1.; lewdness

and obscenity toward children, pursuant to N.J.S.A. 2C:24-4.

- (2) In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described in Subsection A(1) of this section.
2. For purposes of interpreting the information recorded in a criminal history record to determine the qualifications of the employee or volunteer involved with Borough-sponsored programs or persons involved in other programs using Borough facilities specifically organized for participation by persons under the age of eighteen years old, the Borough shall presume that the employee or volunteer is innocent of any charges or arrests for which there are no final dispositions on the record, except for charges or arrests for sexual misconduct either in state or without. As to such charges or arrests, such employee or volunteer is required to notify the Chief of Police and the Director of the Department of Recreation immediately following such charge or arrest.
3. Notification of disqualification based on the criminal history record shall be made to the employee or volunteer by the Chief of Police or his designee.

[x](d). Submissions; exchange of background check information.

1. Prospective and/or current employees and volunteers of Borough-sponsored programs or persons involved in other programs using Borough facilities specifically organized for participation by persons under the age of eighteen years old shall submit the name, address, fingerprints and written consent to the Borough for the criminal history record background check to be performed. The Borough shall submit this documentation to the Police Chief of the Borough of Stone Harbor, or his designee, who shall coordinate the background check.
2. The Department shall act as a clearinghouse for the collection and dissemination of information obtained as a result of conducting criminal history record background checks pursuant to this chapter.
3. The Borough may, in its discretion, engage the services of a third-party independent agency to conduct the criminal history record background checks authorized under this chapter.

[x](e). Limitations on access and use of criminal history record background checks.

1. Access to criminal history record information for noncriminal justice purposes, including licensing and employment, is restricted to authorized personnel of the Borough-sponsored program or other programs specifically organized for participation by persons under the age of eighteen years old, on a need to know basis, as authorized by federal or state statute, rule or regulation, executive order, administrative code, local ordinance or resolution regarding obtaining and dissemination of criminal history record information obtained under this chapter.
2. Such persons shall limit their use of criminal history record information solely to the authorized purpose for which it was obtained, and criminal history record information furnished shall not be disseminated to persons or organizations not authorized to receive the records for authorized purposes. Use of this record shall be limited solely to the authorized purpose for which it was given and shall not be disseminated to any unauthorized persons. This record, in whatever form it exists, including electronically or via computer, shall be destroyed immediately by the Borough after it has served its intended and authorized purpose. Any person violating federal or state regulations governing access to criminal history record information may be subject to criminal and/or civil penalties.

[x](f). Employee or volunteer may challenge accuracy of report

If this criminal history record disqualifies an applicant or existing employee or volunteer of the Borough or persons involved in programs using Borough facilities for programs specifically organized for participation by persons under the age of eighteen years old, the Chief of Police or his designee shall provide the disqualified person with an

opportunity to complete and challenge the accuracy of the information contained in the criminal history record. The disqualified person shall be afforded a reasonable period of time to correct and complete this record not to exceed thirty days. A person is not presumed guilty of any charges or arrests for which there are no final dispositions indicated on the record.

Section 3. If any portion of this ordinance is determined to be invalid by a Court of competent jurisdiction, that determination shall have no effect upon the remainder of this Ordinance, which shall remain valid and operable.

Section 4. All Ordinances or parts of Ordinances inconsistent with this Ordinance, to the extent of such inconsistencies only, be and the same are hereby repealed.

Section 5. This Ordinance shall take effect after final passage and publication as provided by law.

(3)

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

RESOLUTION

REJECTING BIDS
FOR CHELSEA PARK RECREATION IMPROVEMENTS FREEDOM PARK

WHEREAS, on September 9, 2015 five (5) bids were received by the Borough Clerk for Chelsea Park Recreation Improvements with due notice having been provided through a publication of a Notice to Bidders in *The Press of Atlantic City* issue of August 24, 2015; and

WHEREAS, said Notice to Bidders did specifically state that the Borough Council of the Borough of Stone Harbor reserved the right to waive any informalities in any bid, or to reject any or all bids; and

WHEREAS, the submission of the bids all exceed the Engineer's estimate for the project; and in accordance with the Local Public Contracts Law NJSA 40A:11-13.2 et seq., the bids should be rejected and the project rescheduled for public bidding.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey, duly assembled in public session this 20th day of October, 2015, as follows;

- 1. That the preamble of this Resolution is hereby incorporated herein by reference;
- 2. That the five (5) bids received on September 9, 2015 for Chelsea Park Recreation Improvements are hereby rejected;
- 3. That the Borough Council hereby approves a new motion to bid, advertise on _____ and receive bids on _____
- 4. That the Borough Clerk is authorized to return the bid bonds of all bidders.

Offered by Seconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council
duly held on the day of, 2015

.....

Borough Clerk

The above resolution approved this day of....., 2015

.....
Mayor

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

RESOLUTION

WHEREAS, Bruce Thompson was charged five times an \$8.00 charge from the Kiosk at the Stone Harbor Marina on August 11, 2015; and

WHEREAS, Mr. Thompson was in Florida at the time the charges were posted to his account; and

WHEREAS, Mr. Thompson has requested a refund of \$ 40.00 and the request was approved by the CFO;

NOW, THEREFORE, BE IT RESOLVED, on October 20, 2015, by the Mayor and Council of the Borough of Stone Harbor, in the County of Cape May that \$ 40.00 be refunded to Mr. Bruce Thompson and that the proper officers make the proper adjustments in their records.

Offered by Seconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council
duly held on theday of, 2015

.....
Borough Clerk

The above resolution approved this day of....., 2015

.....
Mayor

(17)

EXTRACT from the minutes of a regular meeting of the Borough Council of the Borough of Stone Harbor, in the County of Cape May, New Jersey, held at the Municipal Building, 9508 Second Avenue, Stone Harbor, New Jersey, on October 20, 2015, at 4:30 o'clock P.M.

PRESENT:

ABSENT:

* * *

_____ introduced and moved the adoption of the following resolution and _____ seconded the motion:

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$8,622,500 BOND ANTICIPATION NOTES OF THE BOROUGH OF STONE HARBOR, IN THE COUNTY OF CAPE MAY, NEW JERSEY.

BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF STONE HARBOR, IN THE COUNTY OF CAPE MAY, NEW JERSEY, AS FOLLOWS:

Section 1. Pursuant to a bond ordinance of the Borough of Stone Harbor, in the County of Cape May (herein called "local unit") entitled: "Bond ordinance appropriating \$1,700,000, and authorizing the issuance of \$1,618,000 bonds or notes of the Borough, for various improvements or purposes authorized to be undertaken by the Borough of Stone Harbor, in the county of Cape May, New Jersey", finally adopted on March 6, 2012 (#1398), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$1,000,000 shall be issued for the purpose of temporarily financing the improvement or purpose described in

Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 2. Pursuant to a bond ordinance of the local unit entitled: "Bond ordinance providing for the improvement of the water and sewerage system in and of the Borough of Stone Harbor, in the County of Cape May, New Jersey, appropriating \$1,050,000 therefor and authorizing the issuance of \$999,000 bonds or notes of the Borough for financing such appropriation", finally adopted on March 19, 2013 (#1417), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$750,000 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 3. Pursuant to a bond ordinance of the local unit entitled: "Bond ordinance appropriating \$1,848,000, and authorizing the issuance of \$1,378,000 bonds or notes of the Borough, for various improvements or purposes authorized to be undertaken by the Borough of Stone Harbor, in the county of Cape May, New Jersey", finally adopted on March 4, 2014 (#1436), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$850,000 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 4. Pursuant to a bond ordinance of the local unit entitled: "Bond ordinance appropriating \$8,493,000, and authorizing the issuance of \$8,068,350 bonds or notes of the Borough, for various improvements or purposes authorized to be undertaken by the Borough of Stone Harbor, in the County of Cape May, New Jersey", finally adopted on March

3, 2015 (#1455), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$2,500,000 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 5. Pursuant to a bond ordinance of the local unit entitled: "Bond ordinance providing for the improvement of the water and sewerage system in and of the Borough of Stone Harbor, in the County of Cape May, New Jersey, appropriating \$3,000,000 therefor and authorizing the issuance of \$3,000,000 bonds or notes of the Borough for financing such appropriation", finally adopted on September 15, 2009 (#1342), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$148,827 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 6. Pursuant to a bond ordinance of the local unit entitled: "Bond ordinance providing for the improvement of the water and sewerage system in and by the Borough of Stone Harbor, in the County of Cape May, New Jersey, appropriating \$8,622,500 therefor and authorizing the issuance of \$8,622,500 bonds or notes of the Borough for financing such appropriation (General Capital)", finally adopted on October 18, 2011 (#1391), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$498,480 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 7. Pursuant to a bond ordinance of the local unit entitled: "Bond ordinance appropriating \$750,000, and authorizing the issuance of \$750,000 bonds or notes of the Borough, for various water and sewerage system improvements or purposes authorized to be undertaken by the Borough of Stone Harbor, in the county of Cape May, New Jersey", finally adopted on March 6, 2012 (#1399), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$697,500 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 8. Pursuant to a bond ordinance of the local unit entitled: "Bond ordinance providing for the improvement of the water and sewerage system in and of the Borough of Stone Harbor, in the County of Cape May, New Jersey, appropriating \$1,650,000 therefor and authorizing the issuance of \$1,571,000 bonds or notes of the Borough for financing such appropriation", finally adopted on April 2, 2013 (#1418), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$1,500,000 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 9. Pursuant to a bond ordinance of the local unit entitled: "Bond ordinance appropriating \$620,000, and authorizing the issuance of \$620,000 bonds or notes of the Borough, for various water and sewerage system improvements or purposes authorized to be undertaken by the Borough of Stone Harbor, in the County of Cape May, New Jersey", finally adopted on February 18, 2014 (#1437), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$600,000 shall be issued for the purpose of temporarily financing the

improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 10. Pursuant to a bond ordinance of the local unit entitled: "Bond ordinance providing for the improvement of the water and sewerage system in and of the Borough of Stone Harbor, in the County of Cape May, New Jersey, appropriating \$4,000,000 therefor and authorizing the issuance of \$4,000,000 bonds or notes of the Borough for financing such appropriation (Water and Sewer Utility)", finally adopted on October 21, 2014 (#1450), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$77,693 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefor.

Section 11. Pursuant to the provisions of Section 40A:2-26 of the Local Bond Law of New Jersey, particularly paragraph (f) thereof and in lieu of the sale of more than one issue of bonds as provided for in said Local Bond Law, the several issues of bonds of this local unit authorized pursuant to bond ordinances of the local unit hereinabove in Sections 1 to 10, inclusive, described, shall be combined into a single and combined issue of bonds in the principal amount of \$8,622,500.

Section 12. The following matters in connection with said Bond Anticipation Notes are hereby determined:

(a) all notes issued hereunder shall mature at such times as may be determined by the chief financial officer of the local unit, provided that no note issued pursuant to Section 1 to 10, inclusive, hereof shall mature later than (i) one year from the date of the first note issued hereunder and (ii) three years from the date of the first note issued pursuant to each such

respective ordinance, unless the local unit shall have been paid and retired amounts of such notes sufficient to allow it, in accordance with provisions of Section 40A:2-8 of the Local Bond Law, to renew a portion thereof beyond the third anniversary date of the first of such notes;

(b) all notes issued hereunder shall bear interest at such rate or rates as may be determined by the chief financial officer of the local unit; and

(c) the notes shall be in the form prescribed by resolution heretofore adopted by the governing body of this local unit determining the form of Bond Anticipation Notes issued pursuant to the Local Bond Law, and any such notes may be signed or sealed by officers of the local unit in any manner permitted by Section 40A:2-25 of said Local Bond Law notwithstanding that said form or resolution may otherwise provide.

Section 13. The chief financial officer of the local unit is hereby authorized and directed to determine all matters in connection with said notes not determined by this or a subsequent resolution, and the chief financial officer's signature upon said notes shall be conclusive as to such determinations.

Section 14. The chief financial officer of the local unit is hereby authorized to sell said Bond Anticipation Notes from time to time at public or private sale in such amounts as the chief financial officer may determine at not less than par and to deliver the same from time to time to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof and payment therefor.

Section 15. Any instrument issued pursuant to this resolution shall be a general obligation of the local unit, and the local unit's faith and credit are hereby pledged to the punctual payment of the principal of and interest on said obligations and, unless otherwise paid

or payment provided for, an amount sufficient for such payment shall be inserted in the budget and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 16. The chief financial officer of the local unit is authorized and directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of notes pursuant to this resolution is made, such report to include the amount, description, interest rate and maturity of the notes sold, the price obtained and the name of the purchaser.

Section 17. The chief financial officer of the local unit is hereby authorized and directed to do all other matters necessary, useful, convenient or desirable to accomplish the delivery of said notes to the purchasers thereof as promptly as possible, including (i) the preparation, execution and dissemination of a Preliminary Official Statement and Final Official Statement with respect to said notes, (ii) preparation, distribution and publication, if necessary, of a Notice of Sale with respect to said notes, (iii) execution of a Continuing Disclosure Undertaking, with respect to said notes in accordance with Rule 15c2-12 promulgated by the Securities and Exchange Commission and (iv) execution of an arbitrage and use of proceeds certificate certifying that, among other things, the local unit, to the extent it is empowered and allowed under applicable law, will do and perform all acts and things necessary or desirable to assure that interest paid on said notes is not included in gross income under Section 103 of the Internal Revenue Code of 1986, as amended.

Section 18. This resolution shall take effect immediately.

Upon motion of _____, seconded by _____, the foregoing resolution was adopted by the following vote:

AYES:

NOES:

Suzanne Stanford

From: (9)
Sent:
To: Kim Stevenson
Cc: Thursday, October 08, 2015 2:59 PM
Subject: Suzanne Stanford
Jill Gougher
Tree City USA Application

Sue,
Please add a motion on the agenda for the next scheduled council meeting for the Mayor to have permission to sign the Tree City USA Application.

Thank You!

Kim Stevenson
Administrative Assistant
Borough of Stone Harbor
(609)368-6800 Ext. 3

(10)



Borough of Stone Harbor Special Events Application

Name of Event: Harvest Festival Date of Event: Oct 24, 2015
Type of Event (check one) Date of Application: Sept 24, 2015
☒ Festival ☐ Film / Photography ☐ 1K / 5K / Athletic / Bike Race / Marathon
☐ Other

The Borough of Stone Harbor requires all organizations, corporations, and/or individuals planning to stage an event to file an official application with the Clerk's Office.

This application must be fully completed, signed, and forwarded to the Clerk's office 90 days in advance of the event. No Person shall conduct a special event on public lands owned or leased by the Borough of Stone Harbor unless authorized to do so by the Borough Council pursuant to Chapter 275 of the Borough of Stone Harbor Municipal Code. A non-refundable application review fee shall be paid to the Borough Clerk when the application is filed. There shall be a fee charged to each organization operating a special event. A contract will then be executed stating the terms and conditions in which both parties will adhere to. Sanction of the event is contingent upon approval from the Borough and its officials. Special events sponsored solely by the Borough of Stone Harbor are exempt from the payment of the fee for special event permit. Such special events shall be governed by applicable Borough policies. Borough Council retain the discretion to waive any provision of this chapter where deemed appropriate in the sole discretion of the Borough Council.

☒ Application Review Fees
☐ \$50 if filed prior to 60 Days of event
☒ \$75 if filed prior to 30 Days of event
☐ \$125 if filed prior to 15 Days of event

pd \$125.00 chk # 7824
owes \$10

Organization is responsible for the non-refundable application review fee. Additional event and public land fees may apply.
You will be notified of any applicable fees following the review of your application.

2015 Event Fees

5k:\$150 (0-250 Participants) 10k or Triathlons\$500
(Designated Route Only) \$250 (250-500 Participants)
\$500 (500 Participants or More)

Event Fees.....\$250 Per Day (1000 Participants and Under) / \$500 Per Day (1000 Participants and Over)

Seasonal use of facilities by Local Schools\$1500 per season / \$750 per season for each additional sport
(No Application Review Fee is required)

Use of 80th St. Fields\$250 per day
(Before Friday of Memorial Day and after Labor Day)

Use of 80th St. Fields\$500 per day (first two days) / \$250 per each additional day
(Memorial Weekend-Labor Day Weekend)

Use of Recreation Support Building (82nd & Second Avenue).....\$300

Chamber of Commerce\$60 per event

CANCELLATION POLICY

The Special Event is a rain or shine event. If weather, major disaster, or other circumstances beyond the control of the Borough of Stone Harbor cause the cancellation of the event, event fees will not be returned. The Borough of Stone Harbor cannot be held liable by applicants for the failure of the event to take place. Cancellations at least 30 days prior to the event date, must be in writing and submitted by mail or email to the respective Borough coordinator. Refunds will not be awarded for cancellations within 30 days.

APPLICANT INFORMATION

- 1) Name of Organization: SH Chamber of Commerce
- 2) Address of Organization: 212 96th St, Stone Harbor
- 3) Contact Person: Marianne Lingle Phone: 609-231-1016
- 4) Email: admin@stoneharborbeach.com
- 5) How many members are in your organization? 185
- 6) Is your organization tax exempt? Yes Tax ID # _____
- 7) Is this a non-profit event? No NJ Registered Charitable Organization # _____

SECTION 1 – EVENT INFORMATION

- 1) Official Name of Event: Stone Harbor Harvest Festival
- 2) Location of Event: 96th St between 2nd & 3rd Avenue S
- 3) Purpose of Event: Celebrate Fall in Stone Harbor and encourage visitors to shop with our Merchants
- 4) Will the event be held for the sole purpose of advertising any product, goods, or event? ☐ Yes ☒ No
- 5) If yes describe in detail: _____
- 6) Describe Event Activities (Include copy of activity timeline):
REQUESTING HAYRIDES
SEE ATTACHED WORKSHEET

All Events will require a detailed site plan.
Site plan should include port-a-potties, vendors, stage, etc.

SECTION 1 - EVENT INFORMATION (CONTINUED)

7) Schedule Details: (use additional paper if necessary)

1ST DAY

2ND DAY

3RD DAY

4TH DAY

Day of the Week (SU,M,TU,W,TH,F,SA)	Saturday				
Date (MM/DD/YY)	10/24/15				
Set-Up (00:00AM/PM)	8AM				
Event Starts (00:00 AM/PM)	11 AM				
Event Ends (00:00 AM/PM)	5 pm				
Clean-Up (00:00 AM/PM)	5pm				

8) Will the event require the site to remain in place overnight, or will the site be broken down each night (partially or completely)? Explain:

Set up can occur on day of
of event. Breakdown can occur immediately after.

9) Describe how you plan to provide security for the event?

Alert St Police dept
of the event.

HOLD HARMLESS

To the fullest extent permitted by law, Marnie Lenzle, agrees to defend,

Name of Person

pay on behalf of, indemnify, and hold harmless the Borough of Stone Harbor, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Stone Harbor against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Stone Harbor, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Stone Harbor, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the use of or is in any way connected or associated with the use of the Borough of Stone Harbor public lands during the event.

SIGNATURE OF APPLICANT:

Signature

Date

SECTION 2 – INSURANCE REQUIREMENTS

Name of Insurance Company:

T Byrne Insurance Agency

Policy Number:

Limits of Liability:

Events are required to provide the Borough of Stone Harbor with a Certificate of Insurance indicating the continuation of insurance coverage and designating the Borough of Stone Harbor as an "Additional Insured." A copy of the Additional Insured Endorsement page(s) must be provided with the certificate.

I, _____, the undersigned state that I am the duly authorized

Name of Person

representative of the

SH Chamber of Commerce

Name of Organization

and the information

provided in this application is correct to the best of my knowledge. I understand that some of the information is preliminary in nature and I will provide updated information as it becomes available. I further agree to abide by changes made to the proposed event as indicated when so granted.

Applicant Signature

Date

CERTIFICATE OF INSURANCE

Evidence of financial responsibility from event chairperson, organization and others with whom the Borough of Stone Harbor does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the dates and times the special event will occur. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before or on the dates of the event.

The Borough Clerk, Mayor and Council may refuse to grant the use of permission to execute the Special Event whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

The Facility User shall not be allowed access to the facility until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the municipality.

I. INDIVIDUALS

- | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| A. | General Liability Limit | \$100,000 |
| | Evidence that the individual has personal liability insurance in force is usually sufficient. | |
| | This will normally take the form of a Homeowners, Condo, or Tenants policy where the personal liability coverage is included along with other coverages for the individual. A copy of the policy should be kept with rental agreement as evidence of coverage. | |

II. NON-PROFIT/CHARITABLE GROUPS

- | | | |
|----|-------------------------------------------------------------------|-----------|
| A. | General Liability Limit | \$300,000 |
| B. | Municipality named as "Additional Insured" | |
| C. | Hold Harmless Agreement required in "Use of Facilities" agreement | |
| D. | 501(c)(3) Document (proof of tax exemption status) | |

III. COMMERCIAL (FOR PROFIT) GROUPS

- | | | |
|----|-------------------------------------------------------------------|-------------|
| A. | Commercial General Liability Limit | \$1,000,000 |
| B. | Municipality named as "Additional Insured" | |
| C. | Hold Harmless Agreement required in "Use of Facilities" agreement | |

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER J. Byrne Agency, Inc. 5200 New Jersey Avenue PO Box 1409 Wildwood, NJ 08260	CONTACT NAME: PHONE (A/C, No, Ext): 609 522-3406 FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:
INSURED Stone Harbor Chamber Of Commer PO Box 422 Stone Harbor, NJ 08247-0422	INSURER(S) AFFORDING COVERAGE INSURER A: Franklin Mutual Insurance Co. INSURER B: Wesco Insurance INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	GLP2567250	06/30/2014	06/30/2015
GEN'L AGGREGATE LIMIT APPLIES PER:				LIMITS	
POLICY				PRO-JECT	LOC
AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 \$	
UMBRELLA LIAB EXCESS LIAB DEDUCTIBLE RETENTION \$				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$	
B		Y/N N	WWC3095986	06/30/2014	06/30/2015
				WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
** Workers Comp Information ** Voluntary Compensation for Harvest Festival at 96th Street, Stone Harbor on October 24, 2015 from 11AM to 5PM.					

CERTIFICATE HOLDER	CANCELLATION
Borough of Stone Harbor 9508 Second Avenue Stone Harbor, NJ 08247	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Kathleen E. Clark

1K / 5K / ATHLETIC / BIKE RACE / MARATHON

- 1) Name of Race: _____
- 2) Purpose of Race: _____
- 3) Entrance Fee Charged: ☐ Yes ☐ No Amount: \$ _____
- 4) Beneficiary: _____
- 5) Race Distance: _____
- 6) Do participants complete a registration form (Please include a registration form with application): ☐ Yes ☐ No
- 7) Number of Participants: _____ How many volunteers will staff the event: _____
- 8) Proposed Route (include turn-by-turn directions): _____

- 9) Starting & Ending Location (identify on site-plan): _____

- 10) Location(s) of barricades or enclosures (identify on site-plan): _____

- 11) Location(s) of Water Stations and Trash Receptacles (identify on site-plan): _____

- 12) Location(s) of Borough electrical services (identify on site-plan): _____

- 13) Location(s) of Generators or Compressors (identify on site-plan): _____

- 14) Location of Tent (identify first aid, check-in, etc on site-plan): _____
- 15) Location(s) of Portable Toilet(s) (identify on site-plan): _____

< PLEASE CONTINUE TO PAGE 6 >

FESTIVAL 1 Day or Multiple Days

- 1) Name of Event: Harvest Festival
- 2) Purpose of Event: 1-day event to celebrate fall / encourage visitors
- 3) Entrance Fee Charged: ☐ Yes ☒ No Amount: \$ _____
- 4) Beneficiary: _____
- 5) Number of Attendees: 1000 How many volunteers will staff the event: 4-6
- 6) Location (list any street closing): The 200 block of 96th Street
- 7) Location(s) of barricades or enclosures (identify on site-plan): None - 4 pop-up tents requested on notes
- 8) Number of Non-Food Vendor Spaces: 4 Number of Food Vendor Spaces: 1
- 9) Attach a list of Vendors and Contact Numbers – fully updated list must be turned in two weeks prior to event.
(NOTE: Food Vendors must meet the requirements of the Cape May County Board of Health)
- 10) Location of Stages / Performance Areas (site plan): None
- 11) Type of Entertainment / Music: Balloon artist, Animal Presentation
(Attach copy of program schedule – may submit draft version – final version must be turned in two weeks prior to event)
- 12) Location(s) of Borough electrical services (identify on site-plan): * 1 vendor may request 110-20 Amp. TBD
- 13) Location(s) of Generators or Compressors (identify on site-plan): None
- 14) Are Vendor fees charged in addition to the city fee? ☒ Yes ☐ No Amount? \$ 100 per vendor
- 15) Purpose of the fees and beneficiary: SH Chamber of Commerce

< PLEASE CONTINUE TO PAGE 8 TO COMPLETE YOUR APPLICATION >

FILM / PHOTOGRAPHY

1. Title of Production: _____
2. Type of Production (check any that applies):

<input type="checkbox"/> Feature Film	<input type="checkbox"/> Promotional Video	<input type="checkbox"/> Documentary/Education	<input type="checkbox"/> TV Series/Movie
<input type="checkbox"/> TV Commercial	<input type="checkbox"/> Student Film/Photography	<input checked="" type="checkbox"/> Commercial Photography	<input type="checkbox"/> Portrait Photography
<input type="checkbox"/> Other: _____			
3. Producer: _____ Director: _____
4. Location Manager: _____ Cell/Email: _____
5. Description/Summary of Scene(s): _____

6. # in Crew: _____ # in Cast/Talent: _____ # of Vehicles: _____
7. Please provide an agenda/timeline of the photo shoot and a contact list.

< PLEASE CONTINUE TO PAGE 8 TO COMPLETE YOUR APPLICATION >

PUBLIC WORKS

1. TRASH AND RECYCLING

Are Borough trash & recycling receptacles and removal requested?

☒ Yes

☐ No

Number Requested: Trash - 4 Recycling cans & bottles - 4

Dumpsters - _____

Vendor coordinators please attach a recycling plan/trash plan.

A. Food / Craft Vendors Obligations

- All trash from set-up to clean-up must be removed and placed in dumpsters provided. No stockpiling of trash behind space. If it was not there when you got there, you must remove it!
- If available electricity can be rented by a vendor, a **20-amp service cord** will be available at that space. One (1) service is provided for each space rented. If a vendor setup requires additional power, the vendor is responsible for supplying a generator or inverter.
- Walkways behind vendors must be kept clear of all obstructions at all times.
- In cooking areas, the complete floor space must be covered with approved material to protect the ground surface, for example, tarpaper.
- Water is available at the sink location. All grey water must be contained and disposed of in containers at the sink location. No dumping of any water in the event area is allowed.
- Before festivals, maps will be provided indicating locations of trash and recycle dumpsters, grey water and grease disposal.
- Cardboard boxes intended for disposal must be broken down. All cardboard must be put into dumpsters designated for cardboard.

Improper disposal of any material (including grey water, trash, garbage and recyclables) – will be subject to legal action for violations under Ordinance #1245

The above information is to be distributed by the Event Organizer to all vendors prior to and during the event on their own letter head. Name of person responsible for distributing this information to vendors: Marnie Lenglo

2. PORTABLE EQUIPMENT

Do you request the use of any portable equipment from Public Works?
(Please write an amount next to each requested item)

☐ Yes

☐ No

☐ Traffic Cones

☒ Fencing

☒ Street Barricades

☒ Chairs / Tables

☐ Sound System w/microphone

☐ Podium

☐ Coolers

☐ Additional

Equipment Requests: _____

3. STAGE (Include on Site-Plan)

Do you request the use of Platforms or Stage?

☐ Yes

☒ No

☐ Platforms (4) 4' x 4' ☐ Stage 8' x 16' ☐ Stage 16' x 32'

PLEASE NOTE: **Foul Weather, Heavy Rain, High Wind (Over 30 MPH)**

This person is the sole event manager to cancel or postpone stage usage with consultation from the Director of Public Works or designee.

Coordinator: Marnie Lenglo

Cell #: 609-231-1016

4. Sound / Lighting Equipment

Will you be using a lighting or sound contractor?

☐ Yes

☒ No

Contact Name: _____ Number: _____

PUBLIC WORKS (CONTINUED)

5. Banners and / or signs on Borough property

Banners must be supplied to DPW 48 hours prior to event. Organizer is responsible to collect banners following stage dismantle. Describe banners/signs in detail (please attach a photo or layout):

None

6. Restrooms / Port-a-Pots

- A. Will your event direct people to public restrooms? ☒ Yes ☐ No
- B. Will your event use portable toilets/trailers? ☐ Yes ☒ No
1. If yes, how many will be used? _____
2. Name of company: _____
3. Contact Person/Cell Number: _____

PLEASE NOTE: Applicant must contract a company to setup and remove restrooms. An appropriate number of these toilets should be handicap accessible. Number of restrooms should double if expecting 50% of females.

Hours	Expected Attendance							
	50	100	250	500	1000	5000	7000	10000
2	1	2	3	4	5	23	32	46
4	1	2	3	4	7	32	45	64
6	2	3	4	6	8	36	51	72
8	2	3	4	8	8	39	54	77
10	2	3	4	8	9	40	57	81

7. Construction of temporary structures, fences, or fixtures

- A) Will your event have any temporary structures (stage), fences, or fixtures? ☒ Yes ☐ No
- Anchors, pins, spikes or other materials are strictly prohibited in asphalt, promenade and/or concrete to secure objects.
- B) Will any object, such as tent posts or signs be driven into the ground? ☐ Yes ☒ No
- If yes, please consult with DPW to avoid damaging the irrigation system.

Note: Parking on grassy areas is prohibited.

Organizer Initials: MBL

Event Organizer is required to contact the Construction Office for permits. 609-368-6814

If so, please describe in detail: _____

The Borough of Stone Harbor will not allow any markings and/or painting of the streets, sidewalks, promenades, and parking lots, except those made by approved marking devices. Call the Department of Public Works to arrange for an appointment with the Director of Public Works prior to the event to submit marking devices for approval. If unapproved marking devices are used, the event/organization will be charged with the cost of removing and restoring to prior event status. In addition, this organization's future events will likely not be approved by this department.

Organizer Initials: MBL

PUBLIC SAFETY – FIRE & POLICE

1) Do you anticipate the need for Fire Department / EMS staff to support your event?

☐ Yes

☒ No

If yes, for what purpose? _____

2) Will you require the use of Fire Department facilities or portable equipment?

☐ Yes

☒ No

If yes, please describe in detail, including dates and times: _____

3) Will there be a bonfire, open flame, lighting, extinguishing, or burning of any material?

☐ Yes

☒ No

If yes, please describe in detail: _____

Permit #: _____ (Will be issued after Mayor and Council Approval)

Application for a permit required by this code shall be made to the fire official in such form and detail as the fire official shall prescribe. Applications for permits shall be accompanied by plans or drawings as required by the fire official for evaluation of the application.

Open Flame – Barbeque – Permit Fees

The Uniform Fire Code States: Permits shall be required and obtained from the local enforcing agency for activities pursuant to N.J.A.C. 5:70-2.7(a). Permits are \$42.00. Applications for a permit are on file in the Borough Clerk's Office or online at www.SHNJ.org

Food Festival Events – Cape May County Department of Health

All food vendors are subject to regulation in Chapter XII N.J.A.C. 8:24-8 and 9 in order to operate.

The filing fee for a Food Festival Event is \$25.00 and must be filed with the County Health Department at least fourteen (14) days before the event involving five (5) or fewer booths and thirty (30) days prior to an event involving more than five (5) booths. Applications are on file in the Borough Clerk's Office.

4) Do you anticipate the need for Police assistance to support your event?

☐ Yes

☒ No

If yes, for what purpose? _____

district Only regular patrol of shopping

5) Will you request road closures?

☒ Yes

☐ No

If yes, please describe in detail: _____

96th St between 2nd and 3rd Avenue

6) Will you request "no parking" signage?

☒ Yes

☐ No

If yes, please describe in detail: _____

** We would like to set up pumpkin decorating in the 1st two parking spaces in front of Chamber Office at 212 96th.*

Office use only: Projected Departmental Costs for this event: _____

PUBLIC WORKS (CONTINUED)

8. Miscellaneous

1) Will you require the use of Recreation Department Facilities? ☐ Yes ☒ No

2) If yes, please describe in detail, including dates and times: _____

3) Will you require the use of Recreation equipment? ☒ Yes ☐ No

(Please write an amount next to each requested item)

☒ Chairs ☒ Tables ☐ Sound System w/microphone
☐ Kitchen ☐ Multi-Purpose Room ☐ Pavilion

Additional Equipment Requests: _____

See attached worksheet for detail
4 pop-up tents w/weights

4) Does the publicity plan for this event include: ☐ Radio ☒ TV ☒ Webpage ☐ Posters ☐ Facebook ☐ Other

Include copies of any direct mail/invitations/email/internet/posters/press releases/media kit being sent.

Office use only: Projected Departmental Costs for this event: _____

Overtime _____

Materials _____

Total _____

BEACH PATROL

1) Is the event water or beach based? ☐ Yes ☒ No

2) If so, what location(s) of the beach will be used and for what purpose? _____

3) Do you anticipate the need for SHBP staff to support your event? ☐ Yes ☒ No

4) If yes, approximately how many? _____ For what purpose? _____

5) Will you require the use of SHBP Facilities, Vehicles or Equipment? ☐ Yes ☒ No

If yes, please describe in detail, including dates and times: _____

Office use only: Projected Departmental Costs for this event: _____

FOR OFFICIAL USE ONLY

DEPARTMENT OF PUBLIC WORKS

APPROVED: ☒ DENIED: ☐

APPLICATION RECEIVED ON: _____

Brief Explanation if Denied: _____

Signature 

Date

9/25/15

SAFETY OFFICER

APPROVED: ☒ DENIED: ☐

APPLICATION RECEIVED ON: 9/25/15

Brief Explanation if Denied: _____

Signature 

Date


9/25/15

CHIEF OF POLICE

APPLICATION RECEIVED ON: _____

APPROVED: ☒ DENIED: ☐

Brief Explanation if Denied: _____

Signature 

Date

RECEIVED SEP 28 2015

APPROVED SEP 29 2015

FIRE OFFICIAL

APPROVED: ☒ DENIED: ☐

APPLICATION RECEIVED ON: _____

Brief Explanation if Denied: _____

Signature 

Date

9/29/15

BRT CHAIR

APPROVED: ☐ DENIED: ☐

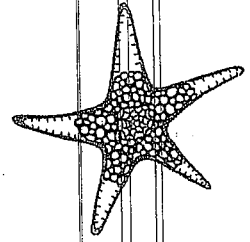
APPLICATION RECEIVED ON: _____

Brief Explanation if Denied: _____

Signature _____

Date

EVENT NAME: Stone Harbor Harvest Festival
COORDINATOR: Stone Harbor Chamber of Commerce
CONTACTS: Marnie lengle
PHONE: Marnie 609.231.1016
EMAIL: lengle543@comcast.net
DATE: Sat, October 24, 2015
LOCATION: 200 block of 96th St.
TIME BLOCK: 11am until 5pm
ESTIMATED ATTENDANCE: 1,000
TICKET PRICE: No fee for event.



ITINERARY FOR THE DAY:

This will be a one-day festival on the sidewalks and nodes along 200 block of 96th Street. Visitors will be invited to do fall crafts, decorate cupcakes, purchase product from our honey vendor and more. Kids are encouraged to trick or treat in our shops on 96th Street and Second and Third Ave between the hours of 11am and 5pm. We hope that Public Works will, once again, offer free hay rides along First & Second Aves from the SH Firehouse to The Point parking lot and back again between the hours of 11am and 4pm.

TENTS: Request for SH Borough's 4 white pop-up tents to be placed on each of the four nodes on 200 block of 96th Street. Set up by 9am on day of event – Sat, 10/24

VENDORS: Busy Bees Honey, Painted Pie, balloon artist, Steve the Animal Guy

TIMELINE:

- Saturday
 - 8am-10am –PW will set up tents, tables, chairs, vendors arrive
 - 11am-5pm – festival, including hay rides, take place
 - 5pm – festival breakdown

PUBLIC WORKS: (*requested Borough utilities*)

- ☐ Electricity pending – one vendor may need it
- ☐ 4 white pop-up tents, 5 6-ft tables and 16 folding chairs, if available
- ☐ PW truck and driver requested for hay rides (filled with straw) SH Chamber can purchase the straw and decorate the truck bed. + DPW staff to help load kids
- ☐ Breakdown and clean up immediately after 5pm

PUBLIC SAFETY & FIRE:

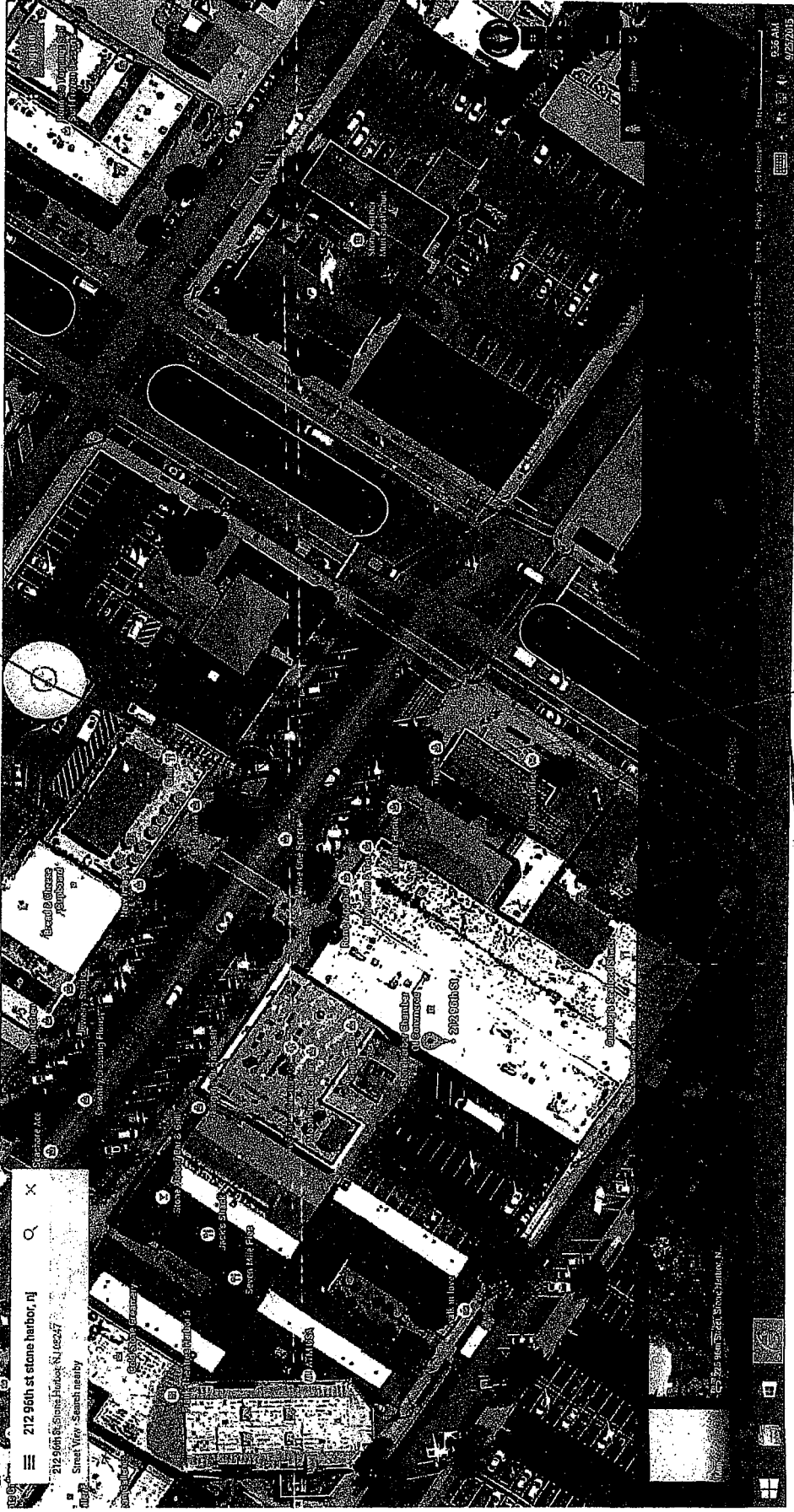
- ☐ No special requests

PERMITS:

- ☐ SH Chamber secured event permit from SH Borough

➔ Reserve 3 parking spots in front of
Fire Memorial for hayrides

Reserve 2 spots in front of
Chamber office



Please also
reserve 3 spots
in front of fire
Memorial for
handicap

Please reserve 2 spots
in front of Chambers office
1 handicap / 1 regular

STONE HARBOR CHAMBER OF COMMERCE		65-7128 2312	7824
PO BOX 422		DATE	09/24/15
STONE HARBOR, NJ 08241			
PAY TO THE ORDER OF	Borough of Stone Harbor		\$ 175.00
	One hundred and twenty five		DOLLARS
STURDY SAVINGS BANK		Security Features Included. Details on Back.	
Committed to Personal Service			
MEMO	Harred Fest Mrs. Gubee-162		
⑆231271284⑆ 980 066695 1⑈07824			