

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

MEETING

TUESDAY

September 6, 2016

4:30 p.m.

- a. Resolution – Reject Bids – Police Expansion (1) Davies-Dunhour**
- b. Resolution – Chapter 159 – Grant in support of Fire Department (2) Davies-Dunhour**
- c. Resolution – Grant Agreement – Public Dump Station (3) Lane**
- d. Resolution – Approve Changes in PW Work Rules (4) Kramar**
- e. Resolution – Program for Public Information Focus Group (5) Rich**
- f. Resolution – Refund Utility surcharge via credit (6) Lane**
- g. Resolution – Refund for replacement sewer (7) Lane**
- h. Resolution – Refund – rescind/reverse violation surcharge (8) Lane**

MOTION – special events

- 1. Get in Gear Bike Event – September 10**
- 2. Tour de Pike – September 16-18**
- 3. Stone Harbor Fitness Retreat – October 14-15**

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

RESOLUTION

**REJECTING ALL BIDS RECEIVED ON JULY 28, 2016
IN CONNECTION WITH PROJECT 05-10-U-072 – POLICE BUILDING
EXPANSION**

WHEREAS, on Thursday, July 28, 2016, two (2) bids were received for the Police Building Expansion pursuant to the specifications for Project No. 05-10-U-072 prepared by Remington Vernick; 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 bids received exceeded the authorized budget allocation and shall be rejected.

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 6th day of September, 2016, as follows;

1. That the preamble of this Resolution is hereby incorporated herein by reference;
2. That the bids received on July 28, 2016 for the Police Building Expansion are in excess of the authorized budget allocation and are hereby rejected;
3. That the project be re-advertised on September 17, 2016, bids be received on October 26, 2016 at 10:00 am and possible Council award on December 6, 2016.
4. That the Borough Clerk is authorized to return the bid bonds of the unsuccessful 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 theday of, 2016

The above resolution approved this day of....., 2016

.....
Borough Clerk

.....
Mayor

REMINGTON & VERNICK ENGINEERS AND AFFILIATES

Professional Excellence Since 1901

SENIOR PRINCIPALS

Edward Vernick, PE, CME, President
Craig F. Remington, PLS, PP, Vice President
Michael D. Vena, PE, PP, CME (deceased 2006)
Edward J. Walberg, PE, PP, CME, CFM
Thomas F. Beach, PE, CME
Richard G. Arango, PE, CME

PRINCIPALS

Kim Wendell Bibbs, PE, CME
Marc DeBlasio, PE, PP, CME, CPWM, CEP
Alan Dittenhofer, PE, PP, CME
Leonard A. Falola, PE, PP, CME
Christopher J. Fazio, PE, CME
Terence Vogt, PE, PP, CME
Dennis K. Yoder, PE, PP, CME

SENIOR ASSOCIATES

Charles E. Adamson, PLS, AET
John J. Cantwell, PE, PP, CME
Richard B. Czekanski, PE, CME, BCEE
Annina Hogan, PE, RA, CME, CPWM, LEED-AP
Kenneth C. Ressler, PE, CME
Frank J. Seney, Jr., PE, PP, CME
Gregory J. Sullivan, PE, PP, CME

PLEASE REPLY TO THE NOTED OFFICE

Remington & Vernick Engineers
232 Kings Highway East
Haddonfield, NJ 08033
☐ (856) 795-9595

Remington, Vernick
& Vena Engineers
9 Allen Street
Toms River, NJ 08753
☐ (732) 286-9220

3 Jicama Boulevard, Suite 300-400
Old Bridge, NJ 08857
☐ (732) 955-8000

Remington, Vernick
& Walberg Engineers
845 North Main Street
Pleasantville, NJ 08232
☐ (609) 645-7110

4907 New Jersey Avenue
Wildwood City, NJ 08260
☐ (609) 522-5150

Melford Plaza I, Suite 400
16701 Melford Boulevard
Bowie, MD 20715
☐ (240) 544-5382

Remington, Vernick
& Beach Engineers
922 Fayette Street
Conshohocken, PA 19428
☐ (610) 940-1050

1000 Church Hill Road, Suite 220
Pittsburgh, PA 15205
☐ (412) 263-2200

Univ. Office Plaza, Bellevue Building
262 Chapman Road, Suite 105
Newark, DE 19702
☐ (302) 266-0212

Remington, Vernick
& Arango Engineers
The Presidential Center, Lincoln Building
Suite 600, 101 Route 130,
Cinnaminson, NJ 08077
☐ (856) 303-1245

300 Penhorn Avenue, 3rd Floor
Secaucus, NJ 07094
☐ (201) 624-2137

August 22, 2016

VIA EMAIL & REGULAR MAIL

Ms. Suzanne Stanford, Clerk
Borough of Stone Harbor
9508 Second Avenue
New Jersey 08247

Re: **Borough of Stone Harbor
Police Building Expansion
Our File #05-10-U-072**

Dear Ms Stanford:

We have tabulated the two (2) bids received on July 28, 2016 with reference to the above captioned project and find the low bidder to be MJJ Construction, LLC, 471 White Horse Pike, Atco, NJ 08004, in the amount of \$4,550,000.00. A copy of the bid tabulation is enclosed for your review.

Due to the fact that the bids received have exceeded the engineer's estimate, we recommend the bids be rejected and the project be rescheduled for public bidding immediately. As such, we are proposing the following bid schedule:

- | | |
|--|-----------------------------|
| 1. Reject Current Bid/Authorize ReBid: | September 6, 2016 |
| 2. Public Bid Advertising Date: | September 17, 2016 |
| 2. Bid Opening: | October 26, 2016 @ 10:00 AM |
| 3. Possible Council Award: | December 6, 2016 |

Should you have any questions or comments, please do not hesitate to call me at our Wildwood office.

Very truly yours,
REMINGTON, VERNICK & WALBERG ENGINEERS



Marc DeBlasio, P.E., P.P., C.M.E.
Executive Vice President

MD:eb

Enclosure

cc: Jill Gougher, Administrator, (via email w/encl.)
Marcus Karavan, Solicitor, (via email w/encl.)
Grant Russ, Director of Public Works, (via email w/encl.)
Jim Craft, C.F.O., (via email w/encl.)
Jerry Blackman, Olivieri Shousky & Kiss (via email w/encl.)

S:\Stone Harbor\05-10-u\0510U072 Police Building Expansion\Correspondence\0510U072 16Aug22 Bids Rejected Letter.doc

www.rve.com

(2)

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

RESOLUTION

WHEREAS, NJS 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, the Director may also approve the insertion of an appropriation for the equal amount;

SECTION I

NOW THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Stone Harbor, in the County of Cape May, New Jersey, hereby requests the Director of the Division of Local Government Service to approve the insertion of an item of revenue in the budget of the year 2016 in the sum of \$1,000.00, which is now available as a revenue from the George Barrett and Deborah Neimeth Fund of The Columbus Foundation for support of the Stone Harbor Volunteer Fire Company; And

SECTION II

BE IT FURTHER RESOLVED that a like sum of \$1,000.00 is hereby appropriated under the caption the George Barrett and Deborah Neimeth Fund of The Columbus Foundation, Support for Volunteer Fire Company; And

SECTION III

BE IT FURTHER RESOLVED that the above is a result of a grant of \$1,000.00 from the George Barrett and Deborah Neimeth Fund of The Columbus Foundation, Support for Volunteer Fire Company.

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, 2016

The above resolution approved this day of....., 2016

Borough Clerk

Mayor

(3)

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

RESOLUTION

GRANT AGREEMENT BETWEEN THE BOROUGH OF STONE HARBOR AND THE STATE OF NEW JERSEY BY AND FOR THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

BE IT RESOLVED that the governing body of the Borough of Stone Harbor desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of approximately \$3,100.00 to fund the following project:

Replace the public dump station at 81st Street

THEREFORE, BE IT RESOLVED that the Borough Council resolves that James Craft or the successor to the office of the Chief Financial Officer is authorized

- (a) To make the application for such a grant
- (b) If awarded, to execute a grant agreement with the State for a grant in an amount not less than \$3,000.00 and not more than \$4,000.00
- (c) To execute _____ any amendments thereto
_____ any amendments thereto which do not increase the Grantee's obligations

BE IT FURTHER RESOLVED that the Borough Council of the Borough of Stone Harbor authorizes and hereby agrees to match 50% of the total project amount, in compliance with the match requirements of the agreement. The availability of the match for such purposes, whether cash, services, or property, is hereby certified. 50% of the match will be made up of in-kind services (if allowed by grant program requirements and the agreement).

The Grantee agrees to comply with all applicable Federal, State and Municipal laws, rules and regulations in its performance pursuant to the agreement.

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, 2016

.....

Borough Clerk

The above resolution approved this day of....., 2016

.....
Mayor

EXPLANATION:

We already have a dump station (portable marine toilet cleanout) at the Marina. It is in disrepair and has been for some time. Public Works came upon paperwork for a grant to replace this system and gave it to the CFO for his input. We will put in the new dump station and after that is accomplished we apparently get the money back in full.

This Resolution gives us the approval to apply for the Grant.

(4)

A RESOLUTION
APPROVING ADDITIONS TO DEPARTMENT OF PUBLIC WORKS
WORK RULES

WHEREAS, general law authorizes the Department of Public Works to establish certain work rules not in conflict with a collective bargaining agreement; and

WHEREAS, those work rules are attached hereto and incorporated herein by reference;

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 6th day of September, 2016, that the Department of Public Works Work Rules outlined below be and hereby are approved and adopted.

10.1. Safety Rules for Employees in Borough Vehicles will be amended to include:

10.1.N. Employee(s) driving Public Works vehicles and CDL endorsement vehicle(s); all vehicles, including vehicles of a gross weight of 28,000 pounds with air brakes and require a CDL endorsement need to adhere to the following:

While driving, no vehicle shall back up at any time, unless:

- 1) **To enter a dead end street or parking lots with only one way to enter or exit from the same egress: or**
- 2) **To enter parking bays in Public Works garages.**

At no time shall a driver back said vehicle(s) into said areas without one or two spotters to guide driver into or out of said areas, or exiting vehicle and inspecting all four sides of said vehicle and the immediate area prior to backing vehicle into said.

2.1 Employee Job Classification and Job Titles.

B. All employees hired by Public Works shall possess a "Valid New Jersey Driver's License" in good standing with the New Jersey Division of Motor Vehicles. New employees **that are hired as Class 3 or above** shall, within their one hundred (100) day of probationary period, obtain a valid Class B Commercial Driver License before "Full Time" status shall be granted by the Director. **New employees that are hired by Public Works as a Class I or 2 (Buildings, Grounds, Solid Waste) will not be required to obtain a valid Class B Commercial Driver License.**

(5)

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

RESOLUTION

Resolution formalizing the Borough of Stone Harbor Program for Public Information under the National Flood Insurance Program's Community Rating System and establishing Focus Group Members

WHEREAS, The National Flood Insurance Program's (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements; and

WHEREAS, As part of the CRS revisions effective 2013, the Program for Public Information (PPI) was introduced by Federal Emergency Management Agency (FEMA) as a new planning tool to provide a step-by-step coordinated approach to flood hazard outreach; and

WHEREAS, the Borough of Stone Harbor has been actively participating in the Community Rating System (CRS) for over 20 years; and

WHEREAS, during that time the Borough has produced outreach material and distributed those materials to those in repetitive loss areas as well as the entire community; and

WHEREAS, formulating a Program for Public Information must be developed by a committee of people from both inside and outside the local government, consist of at least five people, one or more from the Boroughs floodplain management office, and at least half of its members from outside the local government; and

WHEREAS, the Borough already participates in a Multi-Jurisdictional Program which help in the coordination and implementation of the Boroughs Program for Public Information;

NOW, THEREFORE, BE IT RESOLVED, that when practical the members of the Program for Public Information Committee (PPI) will consist of the following:

- 1. Borough of Stone Harbor CRS Coordinator, Chairperson
- 2. Borough of Stone Harbor Floodplain Manager
- 3. Member of Planning Board and property owner in Floodplain area
- 4. Real Estate or Lending Institution representative
- 5. Emergency Management Coordinator and property owner in Floodplain area
- 6. Property owner in a repetitive loss area
- 7. Member of the Stone Harbor Property Owners Property Association Beach and bay Committee and property owner
- 8. Representative from the Wetlands Institute

NOW, THEREFORE, BE IT FURTHER RESOLVED , on this 6th day of September, 2016 that the CRS Coordinator shall select members to serve on Committee on an annual basis.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that once the PPI Committee has developed the Program for Public Information, said PPI Committee shall meet a minimum of once a year in order to implement, monitor and evaluate the program.

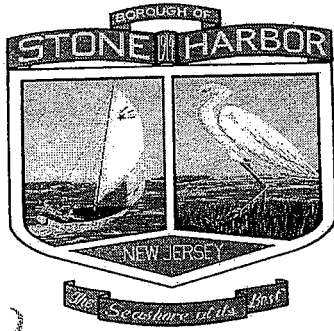
Offered by Seconded by.....

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, 2016

.....
Borough Clerk

The above resolution approved this day of....., 2016

.....
Mayor



BOROUGH OF STONE HARBOR
9508 SECOND AVE
STONE HARBOR, NEW JERSEY 08247

Office of the Tax Collector
609-368-4223, Fax 609-368-1629

Deborah Candelore, CTC
Tax & Utilities Collector

Council Meeting: September 6, 2016

WHEREAS, Utilities account #16140, A.K.A. Block 105.04 Lot 145, located at 10507 Third Ave, was billed a surcharge for a sewer riser violation;

WHEREAS, the homeowner completed repairs prior to the required deadline as indicated via a time stamped invoice; and

WHEREAS, the Utilities Collector has requested the surcharge, which has been paid by the homeowner, be refunded via a credit; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stone Harbor, in the County of Cape May and State of New Jersey that the surcharge in the amount of \$85 be credited to Utilities Account #16140; and

BE IT FURTHER RESOLVED that the Utilities Collector make the proper adjustment in her records.

<http://www.stone-harbor.nj.us/>
<http://www.wateruseitwisely.com>
<http://www.state.nj.us/treasury/taxation/>

The Seashore at its Best



BOROUGH OF STONE HARBOR
9508 SECOND AVE
STONE HARBOR, NEW JERSEY 08247

Office of the Tax Collector
609-368-4223, Fax 609-368-1629

Deborah Candelore, CTC
Tax & Utilities Collector

#2
no discussion
Council Meeting: September 6, 2016

WHEREAS, Brandywine Development paid for a new/replacement building sewer for their job site at Block 201 Lot 20, AKA 10501 Golden Gate Road; and

WHEREAS, the Department of Public Works Water & Sewer personnel determined that a new or replacement sewer was not necessary; and

WHEREAS, the Utilities Collector has requested a refund for the new/replacement sewer in the amount of \$842.00 be refunded; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stone Harbor, in the County of Cape May and State of New Jersey that a refund in the amount of \$842.00 be reimbursed to Brandywine Developers % Matt Pappas, Po Box 373, Avalon NJ 08202; and

BE IT FURTHER RESOLVED that the Utilities Collector make the proper adjustment in her records.

<http://www.stone-harbor.nj.us/>
<http://www.wateruseitwisely.com>
<http://www.state.nj.us/treasury/taxation/>
The Seashore at its Best

3

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

(8)

RESOLUTION

WHEREAS, Utilities account 14960, a/k/a Block 202 Lot 4.02, located at 373 – 104th Street was billed a surcharge for a sewer riser violation; and

WHEREAS, the Director of Public Works rescinded the violation; and

WHEREAS, the Utilities Collector has requested the surcharge be reversed.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey that the surcharge in the amount of \$85.00 be reversed on Utilities Account 14960; and

BE IT FURTHER RESOLVED that the Utilities Collector make the proper adjustment in her 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, 2016

.....

Borough Clerk

The above resolution approved this day of....., 2016

.....
Mayor

Date of Application: 08/09/16

Borough of Stone Harbor Special Events Application

Name of Event: Get in Gear Bike/Stroll EventDate of Event: Sept 10, 2016Time of Event: 9am - 10pmType of Event: ☐ Festival☒ 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. 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 of Stone Harbor Municipal Code: Chapter 275. 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

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.

2016 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 NJ 0824
- 3) Contact Person: Marnie Lengle Phone: 609-231-1016
- 4) Email: lengle543@comcast.net
- 5) Is your organization tax exempt? no Tax ID # _____
- 6) Is this a non-profit event? no NJ Registered Charitable Organization # _____

CERTIFICATE OF INSURANCE

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. The policy must be current and not expire before or on the dates of the event.

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

HOLD HARMLESS

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

Get In Gear

Saturday, September 10, 2016

Show & Go Starting at 9AM Running Through 10PM

Burke Motor Group & Harbor Bike and Beach Shop

in Partnership with

The Stone Harbor Chamber of Commerce *Presents*



EXCEPTIONAL BIKE 'N STROLL EXPERIENCE

Bike or walk the Jersey Shore while helping to raise funds for local scholarships.

This Unique Event Runs from 9AM - 10PM

Advance registration is preferred, Get In Gear will be held rain or shine!

- Full Lunch Included
- Unprecedented Event Perks over \$100 for all Participants!
- Sumptuous Snacks Along the Route
- Special Oil Change Pricing While You Ride (OR Receive a Coupon to Use Another Day!)
- Welcome Gifts
- SAG Support On-Demand
- Suggested Routes of 5-50 Miles Provided
- Adults: \$25, Students 18 & Under: \$10
- Young Children in Bike Trailers or Strollers: FREE!

Not a Biker? We encourage Walkers to register and enjoy all of the same amenities as the Bikers!

Bikers and Walkers Can Register by Clicking on the Banner Link at BurkeMotorGroup.com or Email francey.burke@burkemotorgroup.com

Hosted By:



Presenting Sponsor:





July 21, 2016

Taking place September 16-18, 2016, the 13th annual YSC Tour de Pink is a journey participants will never forget. The YSC Tour de Pink is the premier bike tour for breast cancer awareness benefiting Young Survival Coalition – the leading global organization dedicated to the critical issues unique to young women diagnosed with breast cancer. More information can be found at www.ysctourdepink.org.

200 Cancer survivors will participate in the 2016 Tour de Pink East Coast:

September 16 Langhorne, Pa to Princeton, NJ

September 17 Princeton to Atlantic City

September 18 Atlantic City to Cape May

This is a recreational ride not a bike race. We require no closed roads. Safety is our primary concern and that all riders should ride in a courteous and safe manner following the rules of the road, which are dictated by state motor vehicle laws.

We are contacting you to officially request permission to use space in parking lot of the Stone Harbor Beach parking lot on 2nd Avenue on Sunday, September 18 for a rest stop for the cyclists as they travel along the route. They will stop in small groups to receive their refreshment or to be taken to the finish in a support van that follows along.

The rest stop will be staffed by several volunteers to distribute water & Gatorade to the participants. The set up will include 1 event vehicle, identifying signage, a 10x10 tent, trash boxes, 2 tables and 4 chairs and Port-a-Johns if required. 2-3 vehicles may be parked for a short time throughout the 2 hours as they follow the participants. We expect the riders between 10 and 12:00.

The volunteers staffing the area are responsible for assuring the site is left in the condition in which it was found, and for proper trash disposal.

I have included a map indicating where we would like to set-up and a map of the route we plan to use through Stone Harbor along with the turn-by-turn cue sheet.

Once we have your approval we will forward a certificate of insurance with coverage as stipulated.

Please contact me either by phone or email regarding permission, to provide instructions or if you have any questions.

We look forward to a great event and thank you for your support.

Regards,

Glenn Morton, g4 Productions LLC for YSC Tour de Pink
17 Sutton Road, Lebanon, NJ 08833
908 832 6909/484 843 6503 or glenn@g4events.com



Date of Application: 8/3/2016

Borough of Stone Harbor Special Events Application

Name of Event: Young Survival Coalition Tour de Pink
Date of Event: Sunday, September 18 Time of Event: 9:00 - 12:00
Type of Event: ☐ Festival ☐ 1K / 5K / Athletic / Bike Race / Marathon ☒ Other Rest Stop

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. 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 of Stone Harbor Municipal Code: Chapter 275. 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

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.

2016 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: G4 Productions on behalf of Young Survival Coalition
- 2) Address of Organization: 17 Sutton Road Lebanon NJ 08873
- 3) Contact Person: Glenn Morton Phone: 9088326909
- 4) Email: Glenn@G4Events.com
- 5) Is your organization tax exempt? Yes Tax ID # See 501(c)(3) included
- 6) Is this a non-profit event? Yes NJ Registered Charitable Organization # _____

CERTIFICATE OF INSURANCE

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. The policy must be current and not expire before or on the dates of the event.

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

HOLD HARMLESS

To the fullest extent permitted by law, G4 Productions, agrees to defend, 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

8/2/2016
Date



SAMPLE
CONTRACT

*This contract effective on August 10, 2016 by and between Erica Sehar and
and the Borough of Stone Harbor shall consist of this agreement.*

Client Information

Client Contacts: Erica Sehar
Client Address: 371 Fort Stewart Drive
Harrisburg, PA 17112
Phone Number(s): 717-695-1257
Fax Number: N/A
E-Mail: erica.l.craig@gmail.com

General Event Information

Event Name: Stone Harbor Fitness Retreat
Date: October 14-15, 2016
Rain Date: N/A
Time Block: See attached itinerary
Function Space: 104th St Beach
Approximate Guest Count: 30

Event Details

Client does not require use of Borough resources other than permission to host fitness class on the beach.
Client will not use or need equipment to hold the fitness class.

Payment Schedule

Item	Qty	Price	Subtotal	Tax	Total
Application Review Fee (non-refundable)	1	\$ 50.00	\$ 50.00	- \$	50.00
Event Fees	2	\$ 250.00	\$ 500.00	- \$	500.00
Event Total					\$550.00
Less Deposits					
Check #382					\$50.00
Total Due					\$500.00

Final payment and signed contract due by September 16, 2016

Special Notes

N/A

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: STONE HARBOR FITNESS RETREAT
- 2) Address of Organization: 371 PORT STEWART DR
- 3) Contact Person: ERICA SEHAR Phone: 717 895 1251
- 4) Email: stoneharborfitnessretreat@gmail.com
- 5) Is your organization tax exempt? NO Tax ID # _____
- 6) Is this a non-profit event? — NJ Registered Charitable Organization # —

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

HOLD HARMLESS

To the fullest extent permitted by law, ERICA SEHAR, agrees to defend, 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

8/4/16