

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

**TUESDAY**                      September 1, 2015                      4:30 p.m.

**OLD BUSINESS:**

ORDINANCE 1465 BOND ORDINANCE DREDGING 2<sup>nd</sup> 3<sup>rd</sup> final (1) Rich

**NEW BUSINESS:**

ORDINANCE - WATERFRONT BUSINESS DISTRICT INTRO from Planning Board (2) Carusi

ORDINANCE – Zoning Changes (3) Carusi

Resolution – Amend Resolution 2012-s-102 Bench Dedication Program – Change in fee for bench (4) Davies-Dunhour

Resolution – Cape Express Soccer (5) Davies-Dunhour

Resolution – Liquor License amendment Shelter Haven amends 2015-S-137 (6) Kramar

Resolution – Changes to Executive Policy F-002 Purchasing (7) Mastrangelo

Resolution – Apply NJDOT Trust State Aid – 95<sup>th</sup> Street between 2<sup>nd</sup> and 1<sup>st</sup> (8) Kramar

Motion – Special Event - Savor September (9) Davies-Dunhour

Motion – Approve PO – Updates on Police Building Specs (10) Carusi

E-mail from Chamber, 3 fire pits on beach during concert.

**DISCUSSION**

8/12/15

ORDINANCE # 1465

**BOND ORDINANCE MAKING A SUPPLEMENTAL APPROPRIATION OF \$5,000,000 FOR THE IMPROVEMENT OF BEACH PROPERTY IN AND BY THE BOROUGH HERETOFORE AUTHORIZED TO BE UNDERTAKEN BY THE BOROUGH OF STONE HARBOR, IN THE COUNTY OF CAPE MAY, NEW JERSEY, AND AUTHORIZING THE ISSUANCE OF \$4,750,000 BONDS OR NOTES OF THE BOROUGH FOR FINANCING SUCH SUPPLEMENTAL APPROPRIATION.**

**BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF STONE HARBOR IN THE COUNTY OF CAPE MAY, NEW JERSEY** (not less than two-thirds of all the members thereof affirmatively concurring), **AS FOLLOWS:**

Section 1. The improvement described in Section 3 of this bond ordinance has heretofore been and is hereby authorized as a general improvement to be made or acquired by The Borough of Stone Harbor, New Jersey, by the bond ordinance (hereinafter called the "Prior Ordinance") of the Borough adopted March 3, 2015 (#1455), 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". The cost of the improvement described in Section 3(a) of this bond ordinance, estimated in March, 2015, at \$6,000,000 is now estimated at \$11,000,000. By the Prior Ordinance there has been appropriated to payment of the cost of said improvement the sum of \$6,000,000. It is now necessary for the Borough to raise the additional sum of \$5,000,000 to meet the remainder of said \$11,000,000 estimated cost of said improvement not provided by the appropriation therefor made by the Prior Ordinance.

Section 2. For the said improvement or purpose stated in Section 3(a) of this bond ordinance, and in addition to the sum of \$6,000,000 heretofore appropriated therefor by the Prior Ordinance, there is hereby appropriated the further sum of \$5,000,000 including the sum of \$250,000 as an additional down payment for said improvement or purpose required by law and now available therefor by virtue of a emergency appropriation made by resolution adopted by the governing body of the Borough on August 18, 2015. Said additional appropriation of \$5,000,000 shall be financed and met from the said additional down payment and from the proceeds of negotiable bonds of the Borough which are hereby authorized to be issued in the principal amount of \$4,750,000 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvement or purpose, negotiable notes of the Borough in a principal amount not exceeding \$4,750,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

Section 3. (a) The improvement authorized by Section 3(g) of the Prior Ordinance and by this bond ordinance and purpose for the financing of which said obligations are to be issued is the improvement of lagoons and basins in and by the Borough, by the dredging thereof, including Snug Harbor, North Basin, South Basin, Stone Harbor Basin, Shelter Haven Basin, Paradise Bay, Carnival Bay, Sanctuary Bay, Pleasure Bay, the access channel and the Stone Harbor Hole, waterway connecting the lagoons and basins, including the disposal of dredged materials, together with all equipment, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file in the office of the Borough Clerk and heretofore and hereby approved.

(b) The estimated maximum amount of bonds or notes to be issued for said purpose is \$10,450,000 inclusive of the \$5,700,000 principal amount of bonds or notes of the Borough heretofore authorized for said improvement or purpose pursuant to the Prior Ordinance.

(c) The estimated cost of said purpose is \$11,000,000 inclusive of the sum of \$6,000,000 heretofore appropriated for said improvement by the Prior Ordinance.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

(a) The said purpose described in Section 3 of this bond ordinance is not a current expense and is a property or improvement which the Borough may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The period of usefulness of said purpose within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is fifteen (15) years.

(c) The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Borough Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Borough as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$4,750,000, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$500,000 for interest on said obligations, costs of issuing said obligations and other items of expense listed in and permitted under section 40A:2-20 of said Local Bond Law may be included as part of the additional cost of said improvement and has been included in the foregoing \$5,000,000 additional estimated cost thereof.

Section 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. §40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the Borough at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

Section 6. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the Borough, and the

Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of said obligations and interest thereon without limitation of rate or amount.

Section 7. The capital budget or temporary capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Borough Clerk and are available for public inspection.

Section 8. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

(21)

DRAFT 8-10-15

**BOROUGH OF STONE HARBOR  
CAPE MAY COUNTY, NEW JERSEY  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 560-19 OF THE REVISED GENERAL  
ORDINANCES OF THE BOROUGH OF STONE HARBOR AND  
REGULATING THE WATERFRONT BUSINESS DISTRICT**

WHEREAS, Section 560-19 of the Zoning Ordinance (the "Ordinance") of the Borough of Stone Harbor (the "Borough") currently regulates the Waterfront Business District within the Borough; and

WHEREAS, the Ordinance currently prohibits residential units in mixed use buildings; and

WHEREAS, the Stone Harbor Planning Board (the "Planning Board") has determined that the ordinance should be revised to permit mixed use commercial and residential buildings as a conditional use in the Waterfront Business District and to make additional revisions to enhance the Waterfront Business District; and

WHEREAS, the Planning Board has recommended the changes set forth below.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Stone Harbor, Cape May County, New Jersey, as follows:

**Section 1.** Section 560-19 of the Revised General Ordinances of the Borough of Stone Harbor is amended as follows (insertions are underlined, deletions are ~~stricken~~):

§ 560-19. Waterfront Business District.

A. Purposes and objectives. The purpose and objectives of the Waterfront Business District are as follows:

- (1) To strengthen the vitality of the district and capitalize on the asset of the waterfront;
- (2) To promote the waterfront district as a unique destination place that brings pedestrian traffic to the Borough's business districts;
- (3) To maximize the potential utility and enjoyment of the Shelter Haven Basin through active and passive uses, such as waterfront dining, ~~public walkways and~~ seating areas;
- (4) To encourage a core area of retail shops, public amenities, restaurants and upscale hotel rooms within the waterfront district;
- (5) To enhance the scenic, recreational, and social elements of the public realm as they relate to the Shelter Haven Basin through ~~public walkways, viewsheds and~~ appropriate outdoor uses; and
- (6) To provide for vehicular and pedestrian linkages between the waterfront district, the business district and other destinations throughout the Borough, through walkways, wayfinding signs, parking, and other appropriate measures.

B. Description. ~~It~~ The Waterfront Business District includes the following areas: all properties located on the south side of the 300 block of 96th Street, with the exception of the area described hereinbelow; and all properties located on the west side of Third Avenue from 96th

Street to 99th Street. Those properties within the area from the easterly property line of Block 96.04, Lot 154, to the westerly property line of Block 96.04, Lot 177.02, inclusive, are not part of the Waterfront Business District but are part of the Business District as described in § ~~560-18~~; all Business District regulations shall be applicable to said area, and the Business District designation shall be reflected on the Zoning Map of the Borough of Stone Harbor for this area.

C. Use regulations. In the Waterfront Business District, lands, buildings and premises may be used for the following purposes:

(1) Principal permitted uses: ~~Permitted first floor uses:~~ business, professional and medical offices, retail (goods and services), docks for rental or storage of boats, public taverns or bars, ~~and restaurants, (excluding drive-in and take-out only restaurants) and water-dependent recreational uses.~~

~~(a) Permitted second floor uses: Offices, restaurants, excluding drive in and take out only restaurants and retail.~~

~~(b) Permitted third floor uses: none, but see §~~560-19D(4)~~.~~

(2) Accessory uses:

(a) Docks for rental or storage of boats.

(b) Boat hoists.

(3) Conditional uses:

(a) Single-family residential dwellings.

(b) Mixed use commercial and residential buildings.

(c) Boutique hotels.

(d) Outdoor dining.

D. Area regulations. Development in the Waterfront Business District shall be subject to the following area regulations:

(1) Front yard setback:

First and Second Floors: Minimum four feet from the property line  
Third Floor: Minimum nine feet from the property line; provided that a railing measuring up to forty-two inches above a third floor exterior deck shall be subject to a minimum front yard setback of four feet from the property line

(2) Side yard setback: minimum five feet; minimum 10 feet if abutting a residential district.

(3) Rear yard setback: minimum 10 feet from the established bulkhead line.

(4) Building height: maximum ~~two three~~ stories and ~~35~~ 42 feet from the curbline (including all appurtenances, except for construction code requirements, such as vent pipes and solar panels, but in no event shall these be higher than ~~38~~ 45 feet), ~~provided that structures housing boutique hotels shall be permitted a third story, the use of which shall be restricted to boutique hotel use.~~ The curbline shall be measured from the grade level of the top of curb and center of the lot or parcel of land upon which a building is to be constructed.

(5) Interior first-floor unit width measured at entrance: minimum 14 linear feet, provided that no minimum shall apply to entrances to boutique hotels.

(6) Interior area for each business: minimum 600 square feet.



E. Conditional use regulations.

(1) Outdoor dining shall be permitted as a conditional accessory use to a restaurant or other eating establishment, subject to the following conditions:

(a) Prior to the institution of outdoor dining, such establishments shall be required to obtain site plan review and approval.

(b) Any outdoor dining area must be clearly defined and limited by way of a barrier such as fencing, landscaping, a wall, or as approved by the Planning Board.

(c) No signage of any nature shall be permitted in the outdoor dining area.

(d) Any establishment serving alcohol products in the outdoor dining area shall be required to do so only in connection with food service at tables.

(e) Any outdoor dining area shall have adequate buffering from adjacent buildings or sites, consisting of landscaping and/or fencing or as approved by the Planning Board.

(f) There shall be no sound amplification or video displays located within the outdoor dining area and no sound amplification to the outdoor dining area from other areas of the establishment.

(g) Outdoor dining areas adjacent to Shelter Haven basin shall be designed to minimize the emission of sound, including, without limitation, the use of noise barriers, sound absorbers, and silencers in accordance with an acoustical engineering report to be supplied with the applicant's application for conditional use approval.

(gh) In the event that the outdoor dining area is located in the front yard of the establishment, there shall be a minimum of six feet between the building and the front property line in order for the dining area to be approved.

(hi) In the event that the outdoor dining area abuts a parcel which is residentially zoned, the outdoor dining area shall be located a minimum of five feet from the common property line.

(ij) Bulkhead setback. With regard to bulkhead setbacks in general, refer to § **560-38B**. With regard to properties on back-bay waters and lagoons, tables and chairs used in connection with outdoor dining may be located up to the actual physical bulkhead.  
[Amended 5-15-2012 by Ord. No. 1402]

(jk) Umbrellas and retractable awnings. Umbrellas and retractable awnings may be utilized in conjunction with outdoor dining areas adjacent to back bay waters and lagoons without the need for site plan review, provided that:  
[Added 5-15-2012 by Ord. No. 1402]

[1] Umbrellas and retractable awnings shall be located within approved outdoor dining areas only;

[2] Retractable awnings shall be made of fabric over a rigid frame;

[3] Retractable awnings (including their supporting poles, stanchions and other means of support) shall be fully retracted during all times the outdoor dining area is not in use;

[4] No signage shall be permitted on umbrellas or retractable awnings;

[5] Retractable awnings shall not be enclosed with screens, curtains

or other materials;

[6] Retractable awnings shall maintain a minimum height (ground clearance) of seven feet.

(2) Single-family residential dwellings shall be permitted as a conditional use in the Waterfront Business District, provided that:

(a) The use of the subject property was single-family or two family residential ~~on~~ at all times after October 9, 2009.

(b) The structure complies with the following bulk regulations.

[1] Minimum lot area: 3,300 square feet.

[2] Minimum lot frontage: 30 feet.

[3] Minimum side yard setback (each side): the greater of 15% of the lot width or five feet.

[4] Minimum front yard setback: four feet.

[5] Minimum rear yard setback: 10 feet from the established bulkhead line, subject to § **560-38B**.

[6] Maximum building height: ~~28 feet~~ 35 feet.

[7] Maximum number of stories: 2

[78] Maximum building coverage: 25%.

(3) Mixed use commercial and residential buildings shall be permitted as a conditional use in the Waterfront Business District, provided that:

(a) First floor uses shall be restricted to those uses permitted by Section 560-19(c)(1).

(b) Residential uses shall be permitted on the second and third floors only.

(c) No on-site parking shall be permitted.

(34) Boutique hotels shall be permitted as a conditional use in the Waterfront Business District, provided that:

(a) Hotel units shall not be in excess of 500 square feet.

(b) Required off-street parking is provided off site upon a property located, in whole or in part, outside the Waterfront Business District, which off-site property shall be located not more than 1,320 feet from the subject site. Both the subject site and the site providing off-street parking shall be deed-restricted to require that the operation of the boutique hotel is conditioned upon the continued use and availability of the site providing off-street parking. One (1) parking space shall be provided for each hotel unit.

(c) The proposed development shall comply with the provisions of § **560-19D** above.

(4) Except as otherwise provided herein, Off off-street parking requirements for conditional uses shall be satisfied in accordance with § **560-31**.

F. Supplemental regulations.

(1) No curb cuts shall be permitted in the Waterfront Business

District, except that curb cuts shall be permitted for single-family residences.

(2) Outdoor tables. [Added 8-7-2012 by Ord. No. 1406]

(a) Tables may be placed on private property in connection with a restaurant or other food service business in the Waterfront Business District without the need for site plan review or prior zoning approval; provided that:

[1] No table service shall be provided;

[2] The tables shall not exceed 27 inches in length and in width or 30 inches in diameter;

[3] The number of outdoor tables provided by the associated restaurant or other food service business shall not exceed the lesser of one table for each 32 square feet of ground area or four tables; and

[4] The tables and surrounding area are not available for the consumption of alcoholic beverages.

(b) "Ground area," as described in Subsection F(2)(a)[3] above, shall include only unimproved exterior areas (including paved areas) upon which outdoor table(s) are situated.

**Section 2.** 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 3.** 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 4.** This Ordinance shall take effect twenty (20) days after final passage and publication as provided by law.

APPROVED:

\_\_\_\_\_  
Suzanne M. Walters, Mayor

ATTEST:

\_\_\_\_\_  
Suzanne C. Stanford, Borough Clerk

(3)

DRAFT 8-27-15

**BOROUGH OF STONE HARBOR  
CAPE MAY COUNTY, NEW JERSEY**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 560-31.C OF THE REVISED GENERAL  
ORDINANCES OF THE BOROUGH OF STONE HARBOR AND  
REGULATING PARKING LOTS IN RESIDENTIAL ZONES**

WHEREAS, Section 560-31.C of the Zoning Ordinance (the "Ordinance") of the Borough of Stone Harbor (the "Borough") currently regulates parking lots in residential zones within the Borough; and

WHEREAS, the Ordinance currently provides, at subsection (11), that all such parking lots shall be closed between the hours of 11:00 p.m. and 7:00 a.m.; and

WHEREAS, the Stone Harbor Planning Board (the "Planning Board") has determined that the ordinance should be revised to permit parking between the hours of 11:00 p.m. and 7:00 a.m., subject to the provisions set forth below.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Stone Harbor, Cape May County, New Jersey, as follows:

**Section 1.** Section 560-31.C of the Revised General Ordinances of the Borough of Stone Harbor is amended as follows (insertions are underlined, deletions are ~~stricken~~):

C. Parking lots in residential zones. Any business operating as a permitted, conforming use in any zone shall be permitted to operate one parking lot on property located in any residential district, provided that:

(1) The parking lot shall be immediately adjacent to, and abut for at least 10 feet, the lot upon which the associated business is situate.

(2) The parking lot shall be reserved for the exclusive use of the associated business's customers and/or employees.

(3) No fee shall be charged for use of the parking lot.

(4) No such parking lots shall be permitted without conditional use approval and site plan approval.

(5) No such parking area shall exceed a frontage of 100 feet in any such residential zone.

(6) No portion of the vehicular accessway providing ingress to and egress from the parking lot shall be located in excess of 35 feet from the district to which such parking lot is contiguous. However, in the event that a parking lot shall be located in such a fashion as to be contiguous to two residential lots having frontage on a common street with the said parking lot, the vehicular accessway for ingress and egress shall be located equally distant from each residential property.

(7) ~~An opaque fence of a height of four feet~~ A solid privacy fence shall be erected between the parking area and the residential district and between the parking area and any sidewalk fronting on a street. All portions of said fence located between the parking area and any sidewalk fronting on a street shall be four (4') feet in height. All portions of said fence located between the parking area and the residential district shall be (i) a height of four (4') feet from the front property line to the required front setback line for the residential district; and (ii) a height of six (6') feet from the required front setback line for the residential district to the rear property line.

(8) Any change in use on a lot served by a parking lot pursuant to this § 560-31C, which change in use requires site plan review pursuant to Chapter 345, shall terminate the parking lot use.

(9) No building or structure shall be permitted on the parking lot, with the exception of signs, fences and lights pursuant to the regulations herein set forth.

(10) Lights for illumination purposes may be erected upon standards which shall not be greater than ~~12~~six (6') feet in height. Such lights shall be shaded and angled downward in such a manner as to confine the direct light entirely within the parking lot. Such lights shall be operated by an automatic electric timing device which shall cause the lights on the parking lot to be extinguished 1/2 hour after the parking lot is closed be dimmed between the hours of 11:00 p.m. and 7:00 a.m.

(11) ~~The parking lot shall be closed between the hours of 11:00 p.m. and 7:00 a.m.~~ Intentionally omitted.

(12) Each parking lot shall have a sign, not in excess of five square feet, mounted in its entirety upon the fence at each vehicular accessway to the lot. The sign shall indicate that use of the parking lot is restricted to customers and employees of the associated business, the hours of operation (if applicable), and any other limitations set forth by the owner. Such sign shall be approved in connection with the application for the conditional use permit and site plan approval.

(13) The parking lot shall be constructed of bituminous asphalt, concrete or pavers. Each parking space on the lot shall be striped, and the lot shall be kept clean and free of potholes and other dangerous or unsightly objects. The operator of the business property shall be responsible for the proper operation and maintenance of the parking lot.

(14) On the outside of the fence adjacent to the front property line, except for sidewalks and driveways, crushed stone, washed stone or grass shall be the ground cover. Between the fence and sidewalk, landscaping, including decorative plantings, shall be installed.

(15) The provisions of this § 560-31C shall not be applicable to those parking lots located in a residential zone on June 10, 1980, which lots are hereby declared to be lawful;

however, the owners of such lots shall be encouraged to conform to as many of these conditions and requirements as possible in order to avoid unnecessary interference with the residential uses in the district.

**Section 2.** 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 3.** 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 4.** This Ordinance shall take effect twenty (20) days after final passage and publication as provided by law.

APPROVED:

\_\_\_\_\_  
Suzanne M. Walters, Mayor

ATTEST:


\_\_\_\_\_  
Suzanne C. Stanford, Borough Clerk



---

**MEMORANDUM**

**TO:** Thomas Hand, Chairman, Stone Harbor Planning Board

**FROM:** Andrew D. Catanese, Esq. 

**DATE:** August 27, 2015

**RE:** Parking Lots in Residential Zones

**FILE NO.** 3000-001

---

Today I was invited and attended a meeting with the Borough's Administration and Finance Committee concerning Section 560-31.C of the Borough's Zoning Ordinance, which regulates parking lots in residential zones. I have taken the liberty of preparing for your consideration a proposed ordinance amendment which seems to have the support of the A&F Committee. If you would like to discuss this with the Planning Board, please let Diane or me know. In that case, I ask that Diane circulate this draft to all Planning Board members and place this matter on the Board's next work session agenda.

Feel free to contact me with any questions. Thank you.

Enclosure

Copy (via email): Diane Frangiose, Planning Board Secretary  
Jill Gougher, Borough Administrator  
Suzanne Stanford, Borough Clerk  
Michael A. Donohue, Borough Solicitor

---

Monzo Catanese Hillegass, P.C., 211 Bayberry Drive, Suite 2A, Cape May Court House, New Jersey 08210

Phone: (609) 463-4601 Facsimile: (609) 463-4606

[www.mchlegal.com](http://www.mchlegal.com)

# BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

(4)

## RESOLUTION

### A RESOLUTION AUTHORIZING A BENCH DEDICATION PROGRAM IN THE BOROUGH OF STONE HARBOR, CAPE MAY COUNTY, NEW JERSEY.

**WHEREAS**, the Borough of Stone Harbor is desirous of establishing a Bench Dedication Program in specific areas of the Borough; and

**WHEREAS**, the Borough Council has determined that it would be in the best interests of the Borough and its residents and visitors to provide additional enhancements in the nature of benches; and

**WHEREAS**, the Borough Council has also determined that it would benefit both the Borough and its residents and visitors to offer the opportunity for members of the public to dedicate benches installed in the Borough for use by the general public; and

**WHEREAS**, the Borough has determined that it is the best interest of the Borough to implement a bench dedication program which provides that the Borough shall select the style and color of the benches and further provides a consistent method for the selection of locations and the establishment of amounts to be paid to dedicate benches.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Stone Harbor, in the County of Cape May, State of New Jersey, as follows:

1. The Borough hereby establishes a bench dedication program which shall be administered in accordance with the following procedures:
  - a. Any member of the public who wishes to dedicate a bench to the Borough shall submit a written application on the form attached hereto. All applications must be submitted with payment no later than January 1<sup>st</sup> to ensure installation for the following summer. Benches will be installed by the Borough in May or as soon thereafter possible for the upcoming summer.
  - b. Any applications submitted after January 1<sup>st</sup> of each year will be processed at the convenience of the Borough. There will be no guarantee of installation by the upcoming summer months.
  - c. Each applicant shall provide his or her name, mailing address, telephone number and if available, e-mail address.
  - d. The design, materials and color of all benches shall be determined by the Borough.
  - e. The amount of the fee shall be ~~\$1,500.00~~ \$1,600.00 for each bench dedicated. Upon request of the applicant, the Borough shall provide a written receipt. All benches shall be the property of the Borough.
  - f. Locations of benches shall be at the 81<sup>st</sup> Street Marina, the 80<sup>th</sup> to 83<sup>rd</sup> Street Promenade, 95<sup>th</sup> and First Street Parking Lot and 123<sup>rd</sup> Street and Second Avenue. Each applicant shall designate on the application the desired location for the bench dedicated.
  - g. Each applicant may also submit a note of dedication or message to be included on the front of the bench, which message shall be no longer than thirty (30) characters. For an additional fee of \$95.00 applicant can receive up to an additional thirty (30) characters. Engraving is epoxy filled. The Borough reserves the right to reject any proposed message which the Borough determines to contain lewd, lascivious or objectionable language. No messages will be permitted which contain any disparaging comments about any individual or public entity.



BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

RESOLUTION

- h. Requested locations will be awarded on a first come, first serve basis. Applicants will be notified in writing of the location they are assigned and must submit payment within thirty (30) days of the date of such notice. Failure to submit payment within the designated time shall result in forfeiture of the location. Submission of payment shall be considered approval of the location designated y the Borough. The Borough reserves the right to change the location of benches in order to achieve optimal location and bench distribution.
  - i. The Borough shall install and maintain each bench at the Borough’s expenses for a period of ten (10) years from the date of the application. At the end of the ten (10) years, the donor can file a application for a new bench or the location will be offered for dedication by other members of the public.
  - j. All applications shall be submitted to the Borough’s Administrator or designee.
2. The Borough reserves the right to amend or terminate the bench dedication program at any time.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

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

### A RESOLUTION CREATING AN INTERLOCAL SERVICES AGREEMENT WITH CAPE EXPRESS SOCCER CLUB FOR THE USE OF THE RECREATION FIELDS OF THE BOROUGH OF STONE HARBOR

**WHEREAS**, N.J.S.A. 40:8A-1 *et seq.*, authorizes municipalities and school districts to enter into agreements for the purposes of exchanging, sharing and cooperating with regard to services common to said communities through Interlocal Services Agreements ; and

**WHEREAS**, the Cape Express Soccer Club is in need of services relating to the use of recreational playing fields of the Borough of Stone Harbor for use by its sports soccer teams; and

**WHEREAS**, the Borough of Stone Harbor has certain lands, equipment and personnel available to meet the needs of the Cape Express Soccer Club in this area; and

**WHEREAS**, entering into an Interlocal Services Agreement with the Cape Express Soccer Club for this purpose has been deemed to be in the best interests of citizens of the Borough and the players of the Cape Express Soccer Club; and

**WHEREAS**, in consideration of this Agreement and in an effort to supplement the costs of maintenance of Borough facilities, Cape Express Soccer Club agrees to pay the Borough the sum of \$1,500.00 per season..

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey on this 1<sup>st</sup> day of September, 2015 that the preamble of this Resolution is hereby incorporated by reference;

**BE IT FURTHER RESOLVED** that the Borough of Stone Harbor and Cape Express Soccer Club hereby agree, under the authority of N.J.S.A. 40:8A-1 *et seq.*, as follows:

1. Cape Express Soccer Club agrees to pay the sum of \$ 3,000, \$1,500.00 for year 2014 and \$1,500 for year 2015 and shall have full access to and use of the recreational ball fields of the Borough of Stone Harbor located in the vicinity of 80<sup>th</sup> Street and Second Avenue, for recreational activities officially sanctioned and conducted by the Cape Express Soccer Club. Including Saturday and Sunday Use, September 12, 2015 to June 1, 2016 10:00 am – 6:00 pm and also Saturday and Sunday, October 10 and 11, 2015 for the Annual George Pratt Columbus Day Week-end Tournament.
2. Such access and use shall be conditioned upon coordination with and approval by the Recreation Director of the Borough of Stone Harbor with the understanding that the activities of the Borough of Stone Harbor Recreation Department take precedence.
3. The term of this Interlocal Services Agreement shall be from September 12, 2015 through June 1, 2016.

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

RESOLUTION

- 4. The Cape Express Soccer Club shall provide to the Borough of Stone Harbor written proof of liability insurance for the aforementioned use of the property of the Borough of Stone Harbor as required by the Atlantic County Joint Insurance Fund; and shall, additionally, hold harmless and indemnify the Borough of Stone Harbor for any and all loses, damages, and claims of whatever nature that may arise out of or in connection with the use of the property by the Cape Express Soccer Club, its sports/recreation participants, agents, contractors, officers and/or employees.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized and directed to execute this Resolution as the Interlocal Services Agreement between the Borough of Stone Harbor and the Cape Express Soccer Club, pursuant to N.J.S.A. 40:8A-1 *et seq.*

Suzanne M. Walters, Mayor  
Borough of Stone Harbor

Cape Express Soccer Club President

Attest: Suzanne Stanford, Borough Clerk

Attest:

Dated:

Dated:

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

The above resolution approved this day of , 2015

Borough Clerk

Mayor

# BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

## RESOLUTION

(6)

WHEREAS, Shelter Haven Hospitality, Inc. License #0510-33-003-002 t/a The Reeds at Shelter Haven has made application to the Mayor and Council of the Borough of Stone Harbor, New Jersey, for a Plenary Retail Consumption License for the year beginning July 1, 2015 to June 30, 2016; and,

WHEREAS, the Issuing Authority has found at that time:

- a) The submitted application forms for renewal are complete in all respects;
- b) The applicants are qualified to be licensed according to all statutory, regulatory and local governmental ABC laws and regulations; and,
- c) The applicants have disclosed and the Issuing Authority has reviewed any additional financing obtained in the previous license term for use in the licensed businesses and there was none; and,

WHEREAS, no objections have been filed with the Borough Clerk and this body is of the opinion that said application should be granted and a license issued; and,

WHEREAS, all legal requirements have been complied with and a check in the amount of \$2,500.00 for the Plenary Retail Consumption License has been attached to the application of the above mentioned applicant; and

WHEREAS, a Place to Place (Expansion of Premises) Transfer Application Rider No. 3.1, 3.2, 3.3, 3.4, 3.5 and 3.6 was approved by Resolution 2015-S-76 on April 7, 2015 and submitted to the State of New Jersey, under and subject to the following conditions; and

WHEREAS, the State of NJ, Division of Alcohol Beverage Control has reviewed this Resolution and concluded a section gives rise to concern that may not permit approval on their part and asked that (4) and (5) be deleted on this 1<sup>st</sup> day of September, 2015.

1. Alcoholic beverages shall be served upon outdoor areas newly licensed by this approval only by a server who obtains such beverages from an inside bar area.
2. There shall be no portable or fixed bar located outside in the outdoor areas newly licensed by this approval.

# BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

## RESOLUTION

3. There shall be no live or recorded entertainment, including musicians, whether amplified or not, upon the outdoor areas newly licensed by this approval and no amplification of any indoor live or recorded entertainment, including musicians, onto the outdoor areas newly licensed by this approval.
4. ~~This approval shall be conditioned upon compliance with all relevant portions of applicable local ordinances and state and federal laws and/or regulations.~~
5. ~~The violation of any of these conditions shall constitute cause for suspension or revocation of this license in accordance with law.~~

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 Plenary Retail Consumption License for the sale of alcoholic beverages shall be signed, issued and delivered to Shelter Haven Hospitality, Inc. t/a The Reeds at Shelter Haven of 9601 Third Avenue. That said license shall become effective on July 1, 2015 and be for the one year from said date expiring at the close of business on June 30, 2016 and that said license shall be delivered by the Borough Clerk who is designated as the proper person to sign all licenses on behalf of the Borough Council under Revised General Ordinances 2005, Borough of Stone Harbor, New Jersey.

BE IT FURTHER RESOLVED that the Borough Council has determined that it is in the best interests of the health, safety and welfare of the citizens of and visitors to the Borough of Stone Harbor to impose certain limited and reasonable conditions in order to reduce the likelihood of noise and other disruption of peace and good order, taking into consideration the prior history, before current ownership, of this area as an operating licensed establishment, which included noise associated with music and outdoor liquor service as well as the disturbance peace and good order associated with same, as well as recent complaints and concerns raised by nearby homeowners, ACCORDINGLY, the conditions imposed by the Borough via Resolution 2015-S-76, as detailed and amended hereinabove, are reaffirmed and remain in full force and effect for this renewal period for that portion of the licensed premises referenced in Resolution 2015-S-76.

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

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

Borough Clerk

.....  
Mayor

**BOROUGH OF STONE HARBOR**

CAPE MAY COUNTY, NEW JERSEY

**RESOLUTION**

(1)

WHEREAS, the Borough of Stone Harbor maintains an Executive Policy Manual for the purpose of codifying certain administrative policies and procedures; and

WHEREAS, said Executive Policy Manual was adopted by a duly enacted resolution of the Borough Council on May 1, 2001; and

WHEREAS, there is a need for an update to the written policy F-002 entitled “Purchasing Regulations,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey on this 1<sup>st</sup> day of September, 2015 that the attached amendment to the Executive Policy manual entitled “Purchasing Regulations” is hereby adopted as the official policy on this matter of the Borough of Stone Harbor;

BE IT FURTHER RESOLVED, that the Administrator shall distribute copies of said amendment to all applicable Borough Officers and Employees; and

BE IT FURTHER RESOLVED that the provisions of the Executive Policy Manual shall be binding on all applicable employees and that any amendments, additions to or deletions from the manual shall be accomplished by way of Resolution duly presented and passed at a meeting of Mayor and Council.

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

.....

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

Borough Clerk

.....

Mayor

The Chief Financial Officer shall have overall responsibility for the administration of the Borough's decentralized purchasing system.

### **PURCHASE ORDER**

The procedures outlined here are to be used by all departments in the acquisition of all goods and services. These procedures provide the financial and administrative controls required in the purchasing of goods and services as a municipality, within the State of New Jersey.

In this decentralized purchasing system, the Purchase Order form serves as both the Purchasing Requisition and the Purchase Order, and is mandatory for all expenditures.

No purchase will be valid without proper authorization of the Borough Administrator. Some purchases will require additional authorizations.

### **PROCEDURES AND REGULATIONS**

The following procedures and regulations apply when purchasing materials or services for the Borough of Stone Harbor:

- a. Requisitions/Purchase Orders must be sequentially numbered and contain the following information:
  - a. Name and address of vendor
  - b. Ordering Department
  - c. Date of order
  - d. Appropriation account charged
  - e. Full description
  - f. Estimated unit price and total price, including shipping and handling
  - g. Quantity desired
  - h. Information concerning State or Borough Contract Purchase
- b. Contracts and Service Agreements – All contracts and service agreements must be reviewed and approved by the Borough Solicitor. All contracts and service agreements must be signed by the Mayor or Borough Clerk and kept on file in the Clerk's office.
  - a. Open-ended – If the contract or service agreement is written to charge by the service call or event, then approval by the majority of Council is required.
  - b. Close-ended – If the contract or service agreement is written for a specific amount, then the appropriate approval level used for purchasing shall apply.
- c. Utility Bills – Purchase Order with estimated cost for a period of time are to be prepared by the Chief Financial Officer, approved per this policy, and encumbered. Monthly bills are to be charged against these encumbered Purchase Orders.
- d. Orders in excess of \$6,000 (15% of the bid threshold) require three quotes. Quotes are to be attached to the Requisition or entered into the Accounting Software.
- e. Orders in excess of 17,500 are subject to New Jersey "Pay-to-Play" regulations.

- f. Orders in excess of \$39,999 may require public bidding.
- g. All Purchase Orders are entered into the Borough's Accounting Software as requisitions. It is the department's responsibility to enter the requisition and attach all supporting documentation (including quotes when required).
- h. Once the department has changed the status of the Requisition to 1<sup>st</sup> Approval, the Finance Office will review it to ensure it complies with Purchasing Regulations (State and Borough).
- i. When the Finance Department is satisfied it complies with regulations and the funds are available, they will change the status of the Requisition to 2<sup>nd</sup> Approval.
- j. 3<sup>rd</sup> approval of the Requisition is done by the Business Administrator and signals to the Finance Department that the Requisition can be turned into a Purchase Order.
- k. Two copies of the Purchase Order are to be printed and distributed to the ordering department, unless additional approval is needed (see Approval Levels).

### **BLANK PURCHASE ORDER**

Blanket Purchase Orders should be used for repetitive small items procured from a single vendor. An estimate is to be developed, based on experience, for each month.

Blanket Purchase Orders should not exceed \$500/month. Voucher, accompanied by invoice, should be processed in with the normal payment of bills.

### **APPROVAL LEVELS**

Up to \$5,000 – Borough Administrator

Over \$5,000 to \$10,000 – Council Committee Chair

Over \$10,000 to \$39,999 – Council Majority

Over \$39,999 – Public Advertising and awarded by Council.

### **PAYMENT OF PURCHASE ORDERS/VOUCHERS (Payment of Claims)**

#### **SUBMISSION OF PURCHASE ORDER/VOUCHER**

Departmental Responsibilities to pay an existing purchase order:

Departments will only request payment for either goods received or services rendered. There will be no pre-payment to any vendor.

Departments are required to:



1. Obtain the Claimant's certification and declaration by the vendor.
2. Sign the receiving slip supplied by the vendor at time of delivery and attach it to the purchase order.
3. Attach the original invoice to the purchase order
4. Sign as employee or officer of the Borough.

The completed purchase order with receiving slip and invoice is to be submitted to the Finance office for payment.

#### **Deadline for Submission of Purchase Order/Voucher**

Departments must submit Purchase Orders/Vouchers for payment to the Finance Department by 10:00 A.M. on or before the Thursday before the Council meeting, unless it is a legal holiday, then the payment must be submitted the previous day, to have them on the bill list for Council Approval for the following Tuesday's Council meeting. Purchase Orders/Vouchers received after this date shall not be processed for payment until the next Council meeting, unless the Business Administrator shall so direct.

#### **Approval of Purchase Order/Voucher for Payment**

Claims shall then be presented to the Business Administrator, who, if satisfied the claims are proper, shall approve the same. After such approval is given, the Appropriate Council Committee Chairperson who, if satisfied the claims are proper, shall also approve the same. The Business Administrator shall file the claims with the Chief Financial Officer. Checks shall then be prepared for payment of said claims and the check number and date shall be recorded on the voucher and prepare a summary of all claims for Council's approval (Bill List).

#### **Formal Approval of Claims by Borough Council.**

The Bill List shall then be given to the Borough Clerk, not later than 9:00 a.m. on the Monday before of the regular meeting, to present to the Borough Council for formal approval.

Council members reserve the right to review all Purchase Order upon request.

#### **Disapproval of Claims by Borough Council.**

Claims shall be considered by the Borough Council which shall approve the same by roll call vote, except that the Borough Council may reject any claim presented to it, stating the reason for such rejection. Any disapproved claim shall be referred back to the Borough Clerk with such instructions as the Borough Council may give at the time of disapproval.

**Recording of Claims in Minutes.**

It shall be the duty of the Borough Clerk to record all claims in the official minutes, indicating that the Borough Council has by formal action approved the same with appropriate record as to any claims disapproved or rejected.

**AUTHORIZED APPROVERS**

The following heads of Departments and non-department office holders shall be construed as Department Heads for the purpose defined in the Borough Purchasing Regulations:

Borough Administrator  
Borough Clerk  
Director of Public Works  
Director of Finance/CFO  
Borough Solicitor  
Chief of Police  
Tax Assessor  
Construction Official  
Zoning Official  
Fire Official  
Fire Chief  
Court Administrator  
Recreation Director  
Beach Patrol Captain  
Municipal Coordinator of Emergency Management

During the extended absence of the Department Head, a designee may be authorized by the Department Head to approve purchase orders. The Administrator and Chief Financial Officer must be advised of such delegation.

**BOROUGH OF STONE HARBOR**

CAPE MAY COUNTY, NEW JERSEY

**RESOLUTION**

(4)

**Authorizing Application to NJDOT for FY 2016 State Aid  
To Reconstruct 95<sup>th</sup> Street from Second Avenue to First Avenue**

**WHEREAS**, the Borough of Stone Harbor desires to submit a grant application and execute a grant agreement with the New Jersey Department of Transportation for FY2016 for the reconstruction of 95<sup>th</sup> Street from Second Avenue to First Avenue.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Stone Harbor, formally approves submitting a grant application for the above stated project with anticipated cost, preparation of application \$1,900.

Certified as a true copy of the Resolution adopted by the Borough Council on the 1st day of September, 2015.

\_\_\_\_\_  
Suzanne C. Stanford, Borough Clerk

My signature and the Borough Clerk's seal to acknowledge the above Resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant application as authorized by the Resolution above.

ATTEST AND AFFIX SEAL

\_\_\_\_\_  
Suzanne C. Stanford  
Borough Clerk

\_\_\_\_\_  
Suzanne M. Walters  
Mayor

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

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

.....  
Borough Clerk

.....  
Mayor

# REMINGTON & VERNICK ENGINEERS AND AFFILIATES

EDWARD VERNICK, PE, CME, President  
CRAIG F. REMINGTON, PLS, PP, Vice President

EXECUTIVE VICE PRESIDENTS  
Michael D. Vena, PE, PP, CME (deceased 2008)  
Edward J. Walberg, PE, PP, CME  
Thomas F. Beach, PE, CME  
Richard G. Arango, PE, CME

DIRECTOR OF OPERATIONS  
CORPORATE SECRETARY  
Bradley A. Blubaugh, BA, MPA

SENIOR ASSOCIATES  
John J. Cantwell, PE, PP, CME  
Alan Dittenhofer, PE, PP, CME  
Frank J. Seney, Jr., PE, PP, CME  
Terence Vogt, PE, PP, CME  
Dennis K. Yoder, PE, PP, CME, LEED  
Charles E. Adamson, PLS, AET  
Kim Wendell Bibbs, PE, CME  
Marc DeBlasio, PE, PP, CME  
Leonard A. Faiola, PE, CME  
Christopher J. Fazio, PE, CME  
Kenneth C. Ressler, PE, CME  
Gregory J. Sullivan, PE, PP, CME  
Richard B. Czekanski, PE, CME, BCEE

**Remington & Vernick Engineers**  
232 Kings Highway East  
Haddonfield, NJ 08033  
(856) 795-9595  
(856) 795-1882 (fax)

**Remington, Vernick  
& Vena Engineers**  
9 Allen Street  
Toms River, NJ 08753  
(732) 286-9220  
(732) 505-8416 (fax)

3 Jicama Boulevard, Suite 300-400  
Old Bridge, NJ 08857  
(732) 955-8000  
(732) 591-2815 (fax)

**Remington, Vernick  
& Walberg Engineers**  
845 North Main Street  
Pleasantville, NJ 08232  
(609) 645-7110  
(609) 645-7076 (fax)

4907 New Jersey Avenue  
Wildwood City, NJ 08260  
(609) 522-5150  
(609) 522-5313 (fax)

**Remington, Vernick  
& Beach Engineers**  
922 Fayette Street  
Conshohocken, PA 19428  
(610) 940-1050  
(610) 940-1161 (fax)

1000 Church Hill Road, Suite 220  
Pittsburgh, PA 15205  
(412) 263-2200  
(412) 263-2210 (fax)

Univ. Office Plaza, Bellevue Building  
262 Chapman Road, Suite 105  
Newark, DE 19702  
(302) 266-0212  
(302) 266-6208 (fax)

**Remington, Vernick  
& Arango Engineers**  
The Presidential Center  
Lincoln Building, Suite 600  
101 Route 130  
Cinnaminson, NJ 08077  
(856) 303-1245  
(856) 303-1249 (fax)

300 Penhorn Avenue, 3rd Floor  
Secaucus, NJ 07094  
(201) 624-2137  
(201) 624-2136 (fax)

August 18, 2015

VIA EMAIL & REGULAR MAIL

Ms. Jill Gougher, Administrator  
Borough of Stone Harbor  
9508 Second Avenue  
Stone Harbor, NJ 08247

Re: Borough of Stone Harbor  
FY2016 NJDOT Trust Fund Municipal Aid Program  
"State Aid" Applications  
M2015-293

Dear Ms. Gougher:

The New Jersey Department of Transportation's (NJDOT) Bureau of Local Government Services recently notified all Municipalities of the upcoming FY2016 New Jersey Department of Transportation Trust Fund (State Aid) program and application deadline. At this time, the NJDOT will solicit funding requests for four (4) categories. A brief description of each category is as follows:

- **Municipal Aid** - This program is a significant resource for municipalities in funding their transportation projects. All municipalities are eligible to apply for funds through the program, and the NJDOT encourages municipalities to consider using the Municipal Aid Program to fund projects that support walking and biking in their communities. The NJDOT expects to award 10% of the Municipal Aid Program funds to projects such as pedestrian safety improvements, bikeways and streetscapes.
- **Bikeway** - This program is available to all municipalities. The NJDOT continues to work toward the goal of achieving 1,000 miles of dedicated bikeways in New Jersey. Please note special consideration will be given to bikeways that are physically separated from motorized vehicular traffic by an open space or barrier.
- **Safe Streets to Transit** - This program provides funding to assist counties and municipalities in improving access to transit facilities and all modes of public transportation. The objectives of the Safe Streets to Transit Program are:
  - To improve safety and accessibility for mass transit riders walking or bicycling to transit facilities.

S:\Stone Harbor\Proposals\2015\M2015-293 15Aug18 FY2016 NJDOT Trust Fund Municipal Aid Program.doc

Earning Our Reputation Every Day Since 1901  
www.rve.com

- To encourage mass transit users to walk or bicycle to transit stations.
- To facilitate the implementation of projects and activities that will improve safety in the vicinity of transit facilities (approximately 0.5 miles for pedestrian improvements or 2.0 miles for bicycle improvements).
- **Transit Village** – This program will award grants for traditional and non- traditional transportation projects that enhance walking, biking and/or transit rider ship within ½ mile of the transit village. Only New Jersey municipalities that have been designated as Transit Villages by the Commissioner of Transportation and the inter-agency Transit Village Task force are eligible to apply.

Accordingly, if your municipality would like us to prepare and submit the application(s), please provide our office with a list of project(s) you would like the NJDOT to consider for funding, including the project limits if applicable. **As mandated by the NJDOT, the maximum number of *Municipal Aid* applications is two (2) and a maximum of one (1) application for each of the following categories; *Bikeway*, *Safe Streets to Transit* and *Transit Village* will be accepted by the NJDOT.**

If you would like our assistance in identifying potential Trust Fund projects, please contact our office. Please note all roadway(s) submitted for funding consideration should be under municipal jurisdiction and classified as a through collector and/or arterial roadway. Furthermore, the chances of obtaining funding increase if the roadway provides access to a public facility (i.e., school, municipal building, library, recreational center, etc.).

Although our firm has been quite successful in obtaining funding in the past, we are finding the program to be more competitive. Therefore, we will be submitting detailed preliminary engineering information such as road ratings forms, road assessment forms, and soil boring information with each application to increase your municipality's chances of receive funding. We found submitting this information greatly increased the chances and the funding amounts received.

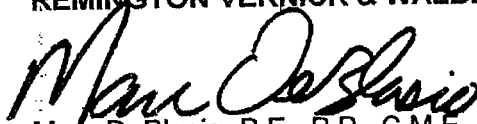
We anticipate our costs to prepare your municipality's Trust Fund application(s) to be \$1,900.00 for one application and \$850.00 for each additional application thereafter.

We stress the importance of quick action on the part of the municipality, as the applications must be acted upon by Resolution of the governing body. Applications are due on October 20, 2015, and it is our goal to have all applications completed and submitted electronically via the NJDOT's *System for Adminstrating Grants Electronically* (SAGE) program by October 1, 2015. In order to allow enough time for authorization, field review, application preparation, and submission to the Department of Transportation, ***we respectfully request that municipalities provide project locations and limits to our office prior to September 1, 2015.***

Upon your authorization, we are prepared to begin work immediately in the preparation of your 2016 Trust Fund application(s). Should you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

REMINGTON VERNICK & WALBERG ENGINEERS



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

MD:eb

cc: Grant Russ, Public Works Director (via email)  
Suzanne Stanford, Clerk (via email)  
Stacey Wright (via email)

## Suzanne Stanford

---

**From:** Jill Gougher  
**Sent:** Friday, August 28, 2015 1:03 PM  
**To:** Marc DeBlasio  
**Cc:** Suzanne Stanford; Grant Russ; Stefanie Smith  
**Subject:** RE: FY2016 NJDOT Municipal Aid Roadway Grant Application

Ok – Sue is putting on. FYI – We have a new cut off for agenda items nothing after 9 am the Friday before☺

---

**From:** Marc DeBlasio [mailto:Marc.DeBlasio@rve.com]  
**Sent:** Friday, August 28, 2015 12:34 PM  
**To:** Jill Gougher  
**Cc:** Suzanne Stanford; Grant Russ; Stefanie Smith  
**Subject:** Re: FY2016 NJDOT Municipal Aid Roadway Grant Application

Applications are due in the middle of October.

Sent from my iPhone

On Aug 28, 2015, at 12:32 PM, Jill Gougher <[GougherJ@shnj.org](mailto:GougherJ@shnj.org)> wrote:

When does this have to be adopted?

---

**From:** Marc DeBlasio [mailto:Marc.DeBlasio@rve.com]  
**Sent:** Friday, August 28, 2015 12:32 PM  
**To:** Jill Gougher; Suzanne Stanford  
**Cc:** Grant Russ; Stefanie Smith  
**Subject:** FY2016 NJDOT Municipal Aid Roadway Grant Application

As a follow up to my meeting with Grant, we are requesting the Borough to adopt a resolution authorizing the submission of the above referenced grant application. The project is: "95th Street from Second Avenue to First Avenue".

Please let me know if you have any questions. Thanks, Marc.

"Disclaimer: This message is intended only for the use of the individual or entity to which it is addressed and may contain information which is privileged, confidential, proprietary, or exempt from disclosure under applicable law. If you are not the intended recipient or the person responsible for delivering the message to the intended recipient, you are strictly prohibited from disclosing, distributing, copying, or in any way using this message. If you have received this communication in error, please notify the sender and destroy and delete any copies you may have received."

For more information on Remington & Vernick Engineers visit our website at:

(91)



## Borough of Stone Harbor Special Events Application

Name of Event: Savor September 2015 Date of Event: 09/19/15  
Type of Event (check one) Date of Application: 08/10/15  
☒ 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 chk #7782*

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 (82<sup>nd</sup> & 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 Street, Stone Harbor NJ 08247
- 3) Contact Person: Marnie Lenghe Phone: \_\_\_\_\_
- 4) Email: admin@stoneharborbeach.com
- 5) How many members are in your organization? 185+
- 6) Is your organization tax exempt? No Tax ID # \_\_\_\_\_
- 7) Is this a non-profit event? No NJ Registered Charitable Organization # \_\_\_\_\_

## SECTION 1 – EVENT INFORMATION

- 1) Official Name of Event: Savor September Wine, Beer & Food Festival
- 2) Location of Event: 96th St between 200-300 block
- 3) Purpose of Event: This is our 4th Annual Savor September Festival to promote visitors to our town in the shoulder seasons and to promote our local restaurants & wineries/beer
- 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): See attached

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)

1<sup>ST</sup> DAY

2<sup>ND</sup> DAY

3<sup>RD</sup> DAY

4<sup>TH</sup> DAY

Day of the Week (SU,M,TU,W,TH,F,SA)	Saturday			
Date (MM/DD/YY)	09/19/15			
Set-Up (00:00AM/PM)	7AM			
Event Starts (00:00 AM/PM)	12pm			
Event Ends (00:00 AM/PM)	8pm			
Clean-Up (00:00 AM/PM)	immediately after + next morning at 9am			

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: Tents will be placed on Fri, 9/18  
Street will need to be closed day prior to event

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

### HOLD HARMLESS

To the fullest extent permitted by law, Marnie Lingle, 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:

J Byrne Insurance

Policy Number:

Limits of Liability:

1,000,000

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, Marnie Lingle

Name of Person

, the undersigned state that I am the duly authorized

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.

M Lingle  
Applicant Signature

08/10/15  
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

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/13/2015

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).

<b>PRODUCER</b> <b>J. Byrne Agency, Inc.</b> <b>5200 New Jersey Avenue</b> <b>PO Box 1409</b> <b>Wildwood, NJ 08260</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): 609 522-3406</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #:</b>														
<b>INSURED</b> <b>Stone Harbor Chamber Of Commerce</b> <b>PO Box 422</b> <b>Stone Harbor, NJ 08247-0422</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A : Franklin Mutual Insurance Co.</b></td> <td></td> </tr> <tr> <td><b>INSURER B : Wesco Insurance</b></td> <td></td> </tr> <tr> <td><b>INSURER C : US Liability Insurance Group</b></td> <td></td> </tr> <tr> <td><b>INSURER D :</b></td> <td></td> </tr> <tr> <td><b>INSURER E :</b></td> <td></td> </tr> <tr> <td><b>INSURER F :</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A : Franklin Mutual Insurance Co.</b>		<b>INSURER B : Wesco Insurance</b>		<b>INSURER C : US Liability Insurance Group</b>		<b>INSURER D :</b>		<b>INSURER E :</b>		<b>INSURER F :</b>	
INSURER(S) AFFORDING COVERAGE	NAIC #														
<b>INSURER A : Franklin Mutual Insurance Co.</b>															
<b>INSURER B : Wesco Insurance</b>															
<b>INSURER C : US Liability Insurance Group</b>															
<b>INSURER D :</b>															
<b>INSURER E :</b>															
<b>INSURER F :</b>															

**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>X</b>		<b>GLP2567250</b>	<b>06/30/2015</b>	<b>06/30/2016</b>	EACH OCCURRENCE <b>\$1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) <b>\$50,000</b> MED EXP (Any one person) <b>\$15,000</b> PERSONAL & ADV INJURY <b>\$1,000,000</b> GENERAL AGGREGATE <b>\$2,000,000</b> PRODUCTS - COMP/OP AGG <b>\$1,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
<b>B</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<b>Y/N</b> <b>N</b>	<b>N/A</b>	<b>WWC3149944</b>	<b>06/30/2015</b>	<b>06/30/2016</b>	<input checked="" type="checkbox"/> <b>WC STATUTORY LIMITS</b> <input type="checkbox"/> <b>OTHER</b> E.L. EACH ACCIDENT <b>\$1,000,000</b> E.L. DISEASE - EA EMPLOYEE <b>\$1,000,000</b> E.L. DISEASE - POLICY LIMIT <b>\$1,000,000</b>
<b>C</b>	<b>Liquor Law Liab</b>	<b>X</b>		<b>CL1711471</b>	<b>07/21/2015</b>	<b>07/21/2016</b>	<b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**\*\* Workers Comp Information \*\***

**Voluntary Compensation**

(See Attached Descriptions)

**CERTIFICATE HOLDER****CANCELLATION**

**Borough of Stone Harbor**  
**9501 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. Olsch*

## DESCRIPTIONS (Continued from Page 1)

for Savor September Wine, Beer & Food Festival on September 19, 2015 (rain date Sunday 9/20/15) at 96th Street between 200 and 300 blocks of Stone Harbor, NJ 08247 from 12PM to 8PM.

## 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 Day

- 1) Name of Event: Savor September Wine, Beer & Food Festival
- 2) Purpose of Event: Promote Fall in Stone Harbor
- 3) Entrance Fee Charged: ☒ Yes ☐ No Amount: \$ 10 for Wine/Beer Tasting
- 4) Beneficiary: SH Chamber of Commerce
- 5) Number of Attendees: 3500 How many volunteers will staff the event: 12
- 6) Location (list any street closing): block of 96th Street between 2nd & 3rd Avenue
- 7) Location(s) of barricades or enclosures (identify on site-plan): see attached
- 8) Number of Non-Food Vendor Spaces: 30 Number of Food Vendor Spaces: 12
- 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): Music stage 16x12 - set up in front of Pappagallo. Grapes hanging in front of Welcome Center
- 11) Type of Entertainment / Music: 3 live bands from 12pm to 4pm  
(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): TBD depending on how many food vendors need electric
- 13) Location(s) of Generators or Compressors (identify on site-plan): N/A
- 14) Are Vendor fees charged in addition to the city fee? ☒ Yes ☐ No Amount? \$ 150 or \$300 depending on type of vendor
- 15) Purpose of the fees and beneficiary: SH Chamber of Commerce

< PLEASE CONTINUE TO PAGE 8 TO COMPLETE YOUR APPLICATION >

Stone Harbor Chamber of Commerce presents



# Stone Harbor's 4th Annual Wine, Beer & Food Festival

**SATURDAY  
SEPTEMBER 19<sup>th</sup>**

*\*Rain Date September 20<sup>th</sup>*

**Noon to 8pm**

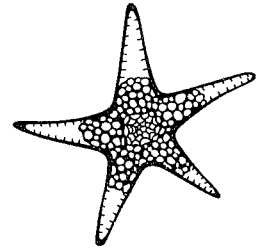
- Wine & Beer Tasting Tent
- Delicious Food & Drink
- 3 Fantastic Live Bands
- Grape Stomping Competition
- Fun & Crafts for Kids
- Wheaton Village Glass & Blacksmith Demonstrations





**EVENT NAME:** Savor September Wine, Beer & Food Festival  
**COORDINATOR:** Stone Harbor Chamber of Commerce  
**CONTACTS:** Marnie lengle  
**PHONE:** Marnie 609.231.1016  
**EMAIL:** lengle543@comcast.net  
**DATE:** Saturday, September 19, 2015 (rain date Sunday, 9/20)  
**LOCATION:** 200 block of 96<sup>th</sup> St.  
**TIME BLOCK:** 12am until 8pm  
**ESTIMATED ATTENDANCE:** 4,000  
**TICKET PRICE:** \$10 to enter tasting tent. Fees for food and drink.

---



**AUDIO ENGINEERS:** Buck London Productions

**TENT RENTAL:** Jersey Shore Party Rental

- Chamber has contracted JSP to set up on Friday, Sept 18th

**FOOD VENDOR:** Some food vendors need electricity. We will notify Public Works prior to festival.

**STAFFING:**

- Chamber volunteers/sponsors will tend bar, monitor tasting tent, grape stomping and kids' activities
- SHPD to provide staff to monitor

**TIMELINE:**

**Friday**

- Jersey Shore Party rental begins approx. noon on Friday setting up tents, tables, chairs.
- SHPW will deliver items listed below

**Saturday**

Begin set up at 8am: beer and wine garden, kids' activities, grape stomping area, decorate)

Vendors can begin setting up at 8am and are to be ready with all vehicles removed from street by 10:30am.

Sound company arrives. Band schedule: 12-2 Don Shough Trio; 2-4 Sonoma Sound; 5-8 Eddie Morgan & REK'd 4 Jazz.

8pm event is ended and breakdown begins

**Sunday**

Clean-up for a projected noon street opening

**PUBLIC WORKS:** *(requested Borough utilities)*

☐ Hay slide, grape stomping buckets and equipment, 3 wooden spool tables, 12 borough umbrellas and 12 adirondack chairs, 12 Rec 6-ft tables, Rec megaphones, one old lifeguard boat, 4 borough pop-up tents, various dune fencing, 4 piece low stage. (SHPW will retrieve ice for beer and wine garden as necessary from Fred's Tavern, Coffee Talk and PW.

☐ Electric needed for stage located in front of Pappagallo for sound/bands; some food vendors,

☐ Barricades/Enclosures as discussed

☐ Temporary Structures/Fixtures – stage as discussed

☐ Temporary Structures/Fixtures – stage as discussed

☐ Breakdown and clean up Sunday am for a noon street opening

**PUBLIC SAFETY & FIRE:**

☐ Police assistance needed for street closure 200 block of 96<sup>th</sup> St., alcohol consumption control. Yellow 16 oz solo cups, clear 9 oz wine tumblers, and yellow wristbands indicate alcohol consumption.

☐ Fire lane (15 ft.) will be kept available on 96<sup>th</sup> St. Vendors with open flame will secure fire permits

☐ Transportation n/a

☐ EMS or Fire not needed onsite

☐ Propane for some vendors

**PERMITS:**

☐ Special event permit with SH Borough; State ABC social permit for one-day sale of alcohol; liability insurance secured for one-day special event.

## FILM / PHOTOGRAPHY

1. Title of Production: \_\_\_\_\_

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

☐ Feature Film

☐ Promotional Video

☐ Documentary/Education

☐ TV Series/Movie

☐ TV Commercial

☐ Student Film/Photography

☐ Commercial Photography

☐ Portrait Photography

☐ 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 >

N/A

## PUBLIC WORKS

### 1. TRASH AND RECYCLING

Are Borough trash & recycling receptacles and removal requested?

☒ Yes

☐ No

Number Requested: Trash - 10 Recycling cans & bottles - 10

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 Lunge

### 2. PORTABLE EQUIPMENT

Do you request the use of any portable equipment from Public Works?

☐ Yes

☐ No

(Please write an amount next to each requested item)

☐ Traffic Cones

☒ Fencing

☒ Street Barricades

☒ Chairs / Tables

☐ Sound System w/microphone

☐ Podium

☐ Coolers

☐ Additional

Equipment Requests:

Side, Grape Stringing equipment, pool tables, high tops, 12' alt tables, aluminum

### 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 Lunge

Cell #:

609-231-1016

### 4. Sound / Lighting Equipment

Will you be using a lighting or sound contractor?

☒ Yes

☐ No

Contact Name:

Buck London Productions

Number:

610-715-3969

## 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):

### 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							
	Standard Event							
	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: MBJ

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: MBJ

## 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: \_\_\_\_\_

- 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: _____
------------------	--

## 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?

*Fire Inspection for food vendors*

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:

*Certain food vendors will be using open flame / propane*

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](http://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?

*Crowd Control*

5) Will you request road closures?

☒ Yes

☐ No

If yes, please describe in detail:

*200 block of 96th St*

6) Will you request "no parking" signage?

☒ Yes

☐ No

If yes, please describe in detail:

*Streets should be closed as of 7AM FRI, 9/18/15*

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

8/18/15

SAFETY OFFICER

APPROVED: ☒ DENIED: ☐

APPLICATION RECEIVED ON: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

Signature \_\_\_\_\_

Date

8/20/15

RECEIVED AUG 20 2015

CHIEF OF POLICE

APPROVED: ☒ DENIED: ☐

APPLICATION RECEIVED ON: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

Signature \_\_\_\_\_

Date

APPROVED AUG 21 2015

FIRE OFFICIAL

APPROVED: ☒ DENIED: ☐

APPLICATION RECEIVED ON: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

Signature \_\_\_\_\_

Date

8/20/15

BRT CHAIR

APPROVED: ☐ DENIED: ☐

APPLICATION RECEIVED ON: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

Signature \_\_\_\_\_

Date

STONE HARBOR CHAMBER OF COMMERCE

PO BOX 422  
STONE HARBOR, NJ 08247

55-7128  
2312

7782

DATE 8/13/15

PAY TO THE  
ORDER OF

Borough of Stone Harbor  
One Thirty Four 46/100

\$ 135.00

DOLLARS



Security Features  
Included  
Printed on Back



MEMO

Event Permit

Mrs. Catherine M.C.

⑆231271284⑆ 980 066695 ⑆07782



## Suzanne Stanford

---

**From:** Bekki <bekkirich@gmail.com>  
**Sent:** Friday, August 28, 2015 11:47 AM  
**To:** Suzanne Stanford; Jill Gougher  
**Cc:** Marnie L  
**Subject:** For pits for concert

Good morning Jill and Sue,

I am so looking forward to the concert this week on the beach! I would love to be able to have the 3 fire pits for some ambiance during the concert. Imagine an ice cold beer, the ocean in the back ground, Eddie Morgan and a nice warm fire on what will most likely be a chilly night. ;) your thoughts??

Let me know, I think it would be a great addition and an awesome way to help celebrate the new pavilion and the end of summer.

Hope all is well, thank you in advance for your consideration,

Bekki Rich

~~~~~

The sea! The sea!

The open sea!

The blue, the fresh, the ever free!

- Barry Cornwall

~~~~~

<"(((>< <"(((>< <"(((><