

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

<u>AGENDA</u>		Regular Meeting
<b>TUESDAY</b>	<b>March 18, 2014</b>	4:30 PM

**PRESENTATION** – Public Works Trash Truck

**PRESENTATION** – Museum (packet available before meeting as per memo) questions and answers

**OLD BUSINESS**

**NEW BUSINESS:**

**Resolution** – Lobster Bake (1) Davies-Dunhour

**Resolution** – Summer Leak (2) Lane

**Resolution** – Addition to Executive Policy Manual – Free Beach Tags (3) Davies-Dunhour

**Resolution** – Ocean Coastal Contract (4) Rich

**Resolution** – Conflict Attorney (5) Mastrangelo

**Resolution** – Amend Beach Contract (6) Davies-Dunhour

**Motion** – Approve Actual Special Event Application (7) Davies-Dunhour

**Motion** – Out to Bid 911 Park Advertise March 22, Open Bid April 9, Award April 15 Complete June 30 (8) Kramar

**Motion** Special Events –      QB Scramble 5K Jaws July 27  
   War at the Shore Football May 24 and August 30  
   Garden Club Plant Sale May 10  
   Garden Club Community Yard Sale May 17  
   Ocean Drive Run Club March 30  
   National MS Society Run May 18  
   Cape Express Soccer Season

**DISCUSSION**

Rutter Lamp post

(2/1/14)

**The Stone Harbor Museum & Maritime Annex** is a 501C3 non profit organization established in 1999 as a result of a Borough Council Resolution.

**Vision** – to be an inviting informative and innovative community resource that is recognized and respected as the place for exploring and celebrating the rich cultural heritage of Stone Harbor, NJ.

**Mission** – to acquire, preserve, display, celebrate and promote archives and artifacts items relevant to the development of our unique cultural heritage and to delight, inspire and educate the present and future generations about the story of Stone Harbor, NJ.

**Stone Harbor Borough Master Plan Statements to guide decisions:**

- **Borough Mission Statement** - “To preserve and enhance Stone Harbor as a safe, family-friendly, prestigious coastal community for the enjoyment of permanent residents, second homeowners and visitors”.
- “Historic Preservation” is one of the Boroughs sustainability objectives (pg 18).
- “Preserve and protect historic buildings” is one of the Community Character Objectives (pg 23).
- “If the new library does not have sufficient space the Borough should find another suitable location for the Museum” (pg 27).
- “Heritage Preservation Guidelines & Benefits” (pg 34).
- “Expand the SH Historic Museum in a suitable location” is one of the Public Initiatives Action Plan items (pg 35).

**The Stone Harbor Museum is a major benefit to the Borough:**

- Uniquely tells the “Story of Stone Harbor”.
- The only place with vast archives collection for researchers.
- More than 50,000 artifact items.
- More than 13,000 visitors from 23 different states & 6 countries.
- Over 13,000 website hits in 2013.
- Geocaching location for tourists.
- A registered Blue Star Museum.
- One of CM County’s “Hidden Gems” per Dianne Wieland & AC Press.
- Provides many educational presentations, walking tours, interactive displays.
- Provides activities for residents, second homeowners and visitors in shoulder seasons
- A welcoming destination

**SH Museum** currently operates from an undersized leased building, from the SH School District, with less than 1,000 sq ft space. Museum long range plan has needs for 3,500-4,000 sq ft.

Requirements for future SH Museum facility:

Space - overall 3,700 sq ft  
    Displays 1,500 sq ft  
    Gift shop 50 sq ft  
    Activities 200 sq ft  
    Storage 400 sq ft  
    Kitchen 100 sq ft  
    Bathroom 50 sq ft  
    Maritime annex 1,400 sq ft  
Heat & Air Condition  
Parking  
Convenient to Town Center

**Proposed new location for SH Museum**

<b>Pebbles</b>	75' x 110' lot
9400 First Ave	ground floor basement + 3 stories
Stone Harbor, NJ 08247	aprox. 3,900 sq ft
Block#94.01 Lot#23.01	large detached garage

Built 1909 one of the oldest remaining structures in Stone Harbor

Architectural style – American Foursquare

Interior – Georgian Victorian with walnut panel wainscoting, period ornate details

President Woodrow Wilson and NY mayor Jimmy Walker slept here in 1911

Adjacent to lighted municipal parking lot (162 spaces + public bathrooms)

2 blocks from library & main shopping district in the Town Center

Owner is a willing seller and would like to have the building “preserved”.

**Proposed Plan**

SH Borough & Museum partner in a 2nd quarter 2014 application for county Open Space Land Acquisition & Historic Preservation monies to fund the purchase and preservation of the property for public use as SH Museum & Maritime Annex.

- Estimated acquisition \$1,600,000 - \$2, 200,000
- Estimated preservation \$100,000
- Preserve vs. demolition + a significant Borough asset
- Enhance quality of life

Community wide support

“Save the Pebbles” campaign

Newspapers & TV positive coverage

**Key Points for the plan to obtain The Pebbles for the new home of SH Museum** (2/1/14)

SH Borough submits a 2 phase Open Space Funds application with SH Museum non-profit as a partner:

- \* Phase I – land acquisition, aprox. \$1,900,000 (no matching funds)  
this acquires the property, SH Borough owns the property & leases to Museum \$1 yr
- \* Phase II – historic preservation, aprox. \$50,000 (with a \$50,000 match)  
this covers cost of elevator & any minor ADA requirements

After property is obtained:

- Borough as the owner covers insurance under their umbrella policy.
- Museum as the tenant has insurance on contents and handles normal operating expenses (utilities, etc) similar as currently done.

**SH Museum in Pebbles**

<u>Projected Annual Operating Expense</u>		<u>Projected Annual Income</u>	
Rent	\$1	Memberships	\$16,000
Utilities:		Gift Shop Sales	\$1,000
Gas	\$4,000	Memorials	\$1,200
Electric	\$5,000	Donations	\$500
Maintenance	\$2,500	Projects fees	\$500
Insurance	\$500	Borough stipend	\$5,000
Cleaning	\$1,500	Grants:	
Salary ExDir*	\$40,000	Salary ExDir*	\$40,000
Supplies	\$2,500	Digitizing	\$2,000
Equipment	\$6,000	other**	\$5,000
Workshops	\$1,000	Investment returns	\$500
Print/postage	\$1,200	Fund Raisers:	
Projects	\$11,000	Wood Boat Race	\$2,500
Charity	\$1,000	July Party	\$2,500
Uncategorized	\$3,000	Sept Party	\$2,500
<b>Total</b>	<b>\$79,201</b>	<b>Total</b>	<b>\$79,200</b>

**\*\*Grants** Cape May County Division of Culture & Heritage, the New Jersey Historical Commission, the New Jersey Preservation Trust, the New Jersey State Council for the Arts, the New Jersey Council for the Humanities and the New Jersey Division of Travel & Tourism.

**Save the Pebbles Campaign:**

2 rooms @ \$100,000 each  
 4 rooms @ \$75,000 each  
 4 rooms @ \$50,000 each  
 Maritime Annex @ \$100,000  
 1 workshop @ \$50,000  
 1 room @ \$25,000

Platinum @ \$4,000  
 Gold @ \$3,000  
 Silver @ \$2,000  
 Rocking chairs @ \$1,000  
 Other \$

**Stone Harbor Museum & Maritime Annex**

(2/1/14)

**Mission** – *to acquire, preserve, display, celebrate and promote archives and artifacts items relevant to the development of our unique cultural heritage and to delight, inspire and educate the present and future generations about the story of Stone Harbor, NJ.*

**Vision** – *to be an inviting informative and innovative community resource that is recognized and respected as the place for exploring and celebrating the rich cultural heritage of Stone Harbor, NJ.*

**SH Museum & Maritime Annex Fund Raising Plans**

A targeted campaign and general activities to create a \$1,000,000 SH Museum Endowment.

The Endowment will be invested to insure needed funds available for any future capital projects.

The Endowment's yearly investment returns will be used to help fund annual operating expenses.

***“Save The Pebbles”*** campaign - Goal \$1,000,000

Naming rights:

- 2 first floor rooms @ \$100,000 each
- 4 second floor rooms @ \$75,000 each
- 4 third floor rooms @ \$50,000 each
- Maritime Annex @ \$100,000
- Workshop @ \$50,000
- 1 room @ \$25,000
- Platinum @ \$4,000
- Gold @ \$3,000
- Silver @ \$2,000
- Rocking chairs @ \$1,000each
- DVD's \$
- Other \$

Summer 2014 “Wood Boat Factory boat races” at Yacht Club \$2,500

June party \$2,500

September party \$2,500



# ISLAND GRAND DAMES

## Pebbles Guest House

While only one Bed and Breakfast exists in Avalon, Stone Harbor is home to three historic guest houses, **Risley House**, **The Fairview Guest House**, and **Pebbles Guest House**.

**Pebbles Guest House**, built in 1909, is situated on the southeast corner of 94th Street and First Avenue. In 88 years, it has had three owners. Constructed on 3,000 pilings, the Gothic-style home was built by John Irwin, a wealthy Philadelphia politician. Although said to have been built for his wife, two children, and mother-in-law, Irwin designed the house to suit his own likes. One of his inclusions, secret staircases within the house's structure, were originally hidden behind walls for the servants, so that their presence did not disturb family and guests.

The dining room is a distinctive room with French doors strategically placed between two large picture windows to provide a spectacular ocean view. One can visualize guests attired in late Victorian dress taking their appointed seats at a turn of the century dinner party. The breathtaking views were enjoyed by all because mirrors lined the walls facing the ocean. Waves were then reflected to those sitting with their backs to the water. At one such party, the popular New York Rockettes performed. Irwin entertained politicians in his Stone Harbor home, including New Jersey Governor Woodrow Wilson, who later became President of the United States, and New York Mayor Jimmy Walker.

When Irwin died in 1939, his estate was sold to Carlton Rickards, and companion Dola Maczalmong. It was then that the house was opened as a guest house. The couple took up the grass in the yard and laid pebbles, giving the house its present name. During the 1944 hurricane, Rickards joined **Pebbles** to Stone Harbor residents who did not evacuate the island's boardwalk and beach front properties washed away. **Pebbles** remained a safe haven, sustaining the storm's fury. Although the chimney collapsed, **Pebbles** stands steadfast.

The year prior, a very young John Curto made a trip to the shore with his parents. At the age of three, he visited **Pebbles**, which made an incredible impression on him, says Curto, who continued through boyhood to spend summers in Stone Harbor. Each season he visited "Uncle Carl," a everyone called Mr. Rickards. By 1971, the Guest House was in dire need of repair. The aging couple wanted to sell, but a buyer did not surface. "That's when Uncle Carl made me an offer. I couldn't refuse," says Curto, who became the third and present owner of **Pebbles Guest House**.

Curto, at that time a teacher in Philadelphia, busied himself with repairs and restoration. He replaced the roof, electric service, and plumbing. He added a new porch, garage, and patio to the eight bedrooms, four bath, and two apartments. Careful to preserve original furniture and furnishings, window treatments, and two stained glass windows, Curto plans restoration this coming winter.

Curto, now retired from teaching, opens **Pebbles** from April through October. He bids the winter season between homes in Philadelphia and Portugal. Over the past two years Curto has taken an active role in the Friends of Ocean City Pops supporting performances at Middle Township Performing Arts Center. Look for information and autumn dates in the calendar.

"What's it like to run a guest house on the island," this writer asks Curto. Before Curto responds he is interrupted by a young couple entering the back door to join a certain party whose members have already settled in on the second floor. Curto tells them where to park so they need not move their vehicle for their entire stay. They are clearly pleased with the offering. Another guest enters. She departs in the morning and relays to Curto how beautiful the week at the beach has been. Ahhh! The norm for a July vacation here in Cape May County! When the guest laments the fact that the week is over, Curto suggests that she stay on for two weeks next summer. Someone enters the front door. A sun-burnt gentleman met a young woman on the beach today who said she was a guest at **Pebbles**. Clearly, he was enamored by her. He's holding a bouquet of red roses. Being a multi-talented person, Curto answers the question as he faxes information about the Pops' August performance to an area publication. "Having a guest house is like this. There's always something happening."

**Pebbles** is located at 9400 First Avenue. For reservations, call 368-2203.

Our View: Nonprofit attractions

# Hidden gems

■ South Jersey's small museums, historic sites and nature centers play a key role in the region's tourism economy — and they're fun.

Compared to the grandeur of the Atlantic Ocean, the bustle of boardwalks and the glitz of the casino industry, small historic sites, museums and nature centers can have a tough time standing out. So it would be easy to miss how important nonprofit attractions are to the tourism economy of our corner of New Jersey.

But the folks who know tourism haven't missed it. Cape May County Tourism Director Diane Wieland recently told Press staff writer Michael Miller that nonprofit sites are major contributors to the county's \$5 billion tourism industry because they expand the diversity of attractions and give people another compelling reason to return to the area.

Places such as Leaming's Run Gardens, Historic Cold Spring Village, the Absecon, Hereford Inlet and Cape May lighthouses, the Cape May Bird Observatory, Lucy the Elephant and Tuckerton Seaport also offer programs that help extend the tourism season.

With limited budgets and often makeshift marketing, these attractions don't always get the attention they deserve — except on rainy summer days. Then tourists looking for something to do might take a drive and discover the hangar full of vintage planes at the Naval Air Station Wildwood Aviation Museum at the Cape May County Airport or the family friendly exhibits at the Atlantic City Aquarium.

But it would be a shame — and a mistake — to think of these sites merely as a backup plan. Surveys by the Lloyd D. Levenson Institute of Gaming, Hospitality and Tourism at the Richard Stockton College of New Jersey have found that about half of adults who travel in the Northeast look for cultural sites — places that are entertaining and instructive — when they plan trips.

That's part of the reason you hear so much about the need for Atlantic City to develop non-casino attractions. And yes, the area could use more such attractions — but residents should also appreciate what we already have.

In fact, this is the perfect time of year for locals to discover some of these sites. If you go, you will find that they often run on passion.

While many cultural sites have some paid staff, the driving forces behind them are usually volunteers who do whatever they can, from giving tours to writing grant applications, for the love of a lighthouse or a museum.

More than their contribution to tourism, sites such as the Wetlands Institute in Middle Township make a valuable contribution to our

WEDNESDAY, OCTOBER 9, 2013

**The Press**  
OF ATLANTIC CITY

MARK L. BLUM, *Publisher*

PETER M. BROPHY, *Interim Executive Editor*

DAVID I. TURNER, *Lead Local Content Producer/Nights*

JIM PERSKIE, *Editorial Page Editor*

TIM FAHERTY, *Assistant Editorial Page Editor*

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# OPINION

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**BOROUGH OF STONE HARBOR**

CAPE MAY COUNTY, NEW JERSEY

**RESOLUTION**

**AUTHORIZING THE ACCEPTANCE OF A PROPOSAL, LOBSTER BAKE BUFFET,  
SEPTEMBER 6, 2014**

WHEREAS, the Borough of Stone Harbor is desirous of having a Lobster Bake Buffet in connection with the Stone Harbor 100<sup>th</sup> Anniversary Celebration; and

WHEREAS, The Washington Inn , 801 Washington Street, Cape May, N.J. 08204 has submitted an Catering Event Order for a Lobster Bake Buffet on Saturday, September 6, 2014 from 5:30 p. to 8:30 pm at the 80<sup>th</sup> Street Recreation Field, Stone Harbor and tickets will be sold for \$60.00 each ; and

WHEREAS, the cost of the Lobster Bake Buffet will be \$ 19,950.00 with a deposit of \$ 500.00 to reserve the date be paid immediately and the Chief Financial Officer has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey, assembled this 18<sup>th</sup> day of March, 2014, that the Catering Event Order aforementioned, a copy of which is attached hereto and incorporated herein by reference, be approved by the Borough Council and signed by the 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 ....., 2014

.....

Borough Clerk

The above resolution approved this ..... day of....., 2014

.....

Mayor

**BOROUGH OF STONE HARBOR**

CAPE MAY COUNTY, NEW JERSEY

(2)

**RESOLUTION**

WHEREAS, it has been determined that the below listed account experienced summer leaks which have been appropriately documented and certified by public works personnel; and

WHEREAS, the said leak did not drain into the sanitary collection system.

NOW, THEREFORE, BE IT RESOLVED, by the Members of Council of the Borough of Stone Harbor, in the County of Cape May and State of New Jersey on this 21<sup>st</sup> day of January, 2014 that under the provisions of Ordinance 542-22c the 2013 summer usage will be adjusted to the average of the prior three summers consumption for the purpose of calculating 2014 sewer volume charges.

Account #07620

124 – 94<sup>th</sup> Street

GA & MS Hanks LP

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 ....., 2014

Borough Clerk

The above resolution approved this ..... day of....., 2014

Mayor

**BOROUGH OF STONE HARBOR**

CAPE MAY COUNTY, NEW JERSEY

**RESOLUTION**

(3)

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-005 entitled "Sale of Beach Tags" to add Procedures for Distribution of Free Veterans Beach Tags and Procedure to Distribution of Free Active Military, Spouse and Dependents Beach Tags. ,

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 18<sup>th</sup> day of March, 2014 that the attached amendment to the Executive Policy manual entitled "Procedure for Distribution of Free Veterans Beach Tags" 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 ....., 2014

.....  
Borough Clerk

The above resolution approved this ..... day of....., 2014

.....  
Mayor

Procedure for Distribution of Free Beach Tags \*(to be added to Policy #F-005)

Veterans Free Beach Tags:

Free Veterans Beach Tags can be picked up at Borough Hall from the Front Desk receptionist Monday – Friday 8:30 am to 4:00 pm. These tags will be available until Memorial Day weekend. As of Memorial Day weekend these tags can be picked up at the Beach Tag Office from 10 am to 4 pm. Veterans will be issued a specialized veterans tag, not the yearly generic beach tag.

Documentation required issuing free Veterans Beach Tag: All veterans must appear in person and provide a copy of their DD 214 Form which indicated that they have been honorably discharged from the United States Armed Forces. In addition Veteran must show photo id for proof of identification and completion of Borough of Stone harbor Beach Tag tracking form.

The copy of DD 214 Form will be kept on file with the Borough. If DD 214 is on file veteran will only need to show Proof of identification in subsequent years in order to be issued the free beach Tag.

Each year a control sheet will be maintained by Beach Tag Supervisor. Such control sheet must include Name of Veteran, Checkmark that DD 214 Form is on file, Tag Number issued and date issued.

Control Sheet will be held by Front Desk receptionist prior to Memorial Day weekend. At that time all information will be forwarded to Beach Tag Supervisor. At end of season, any unissued tags and Control Sheet will be turned into the Chief Financial Officer. Chief Financial Officer will verify that the all tags issued are properly recorded on control sheet at end of season.

Beach Tag Supervisor will submit a monthly report to CFO indicating number of Free Veterans tags issued.

\*\*Policy is subject to change once official rules and regulations are promulgated by the State of New Jersey.

\*\*\*There is no change in policy for issuing free beach tags to Active Duty Military and families. These tags will only be issued at Beach Tag office during normal business hours after Memorial Day weekend.

Procedure for Distribution of Free Beach Tags to active military service in any of the Armed Forces of the United States or New Jersey National Guard or to their spouse or dependent children over the age of 12 years pursuant to Chapter 156: Beaches, Article I: Paid Beaches, Section 156-3 of the Code of the Borough of Stone Harbor

Free Beach Tags for Active Military, Spouse and Dependents:

As of Memorial Day weekend these tags can be issued at the Beach Tag Office from 10 am to 4 pm.

Documentation required to receive free Active Military Beach Tag: All active duty military, their spouse and children must appear in person and provide a copy of their Military ID Cards (DoD ID) and complete the Borough of Stone Harbor Beach Tag tracking form.

Each year a control sheet will be maintained by Beach Tag Supervisor. Such control sheet must include Name of Active Military Personnel, Spouse and Children, Checkmark that proof of ID was obtained, Tag Number issued and date issued.

At end of season Control Sheet will be turned into the Chief Financial Officer. Chief Financial Officer will verify that the all tags issued are properly recorded on control sheet at end of season.

Beach Tag Supervisor will submit a monthly report to CFO indicating number of Free Active Military tags issued.



**BOROUGH OF STONE HARBOR**

CAPE MAY COUNTY, NEW JERSEY

(4)

**RESOLUTION**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH OCEAN AND COASTALS CONSULTANTS FOR STONE HARBOR DREDGED MATERIAL MANAGEMENT PLAN UNDER THE "FAIR AND OPEN" PROCESS**

**WHEREAS**, the Borough of Stone Harbor is given authority by N.J.S.A. 40A:11 *et seq.* to enter into contracts for "Professional Services" without competitive bidding, where the need arises and so long as the award of such contract is made public by a Resolution of the Governing Body; and

**WHEREAS**, the Borough is in need of an expert in connection with Engineering Services to develop a Dredged Material Management Plan (DMMP) for the Borough of Stone Harbor; and

**WHEREAS**, OCEAN AND COASTAL CONSULTANTS are experts consisting of professionals with experience in consulting with regard to such services; and

**WHEREAS**, in accordance with the attached proposal dated January 27, 2014, which is hereby incorporated by reference and made a part hereof, OCEAN AND COASTAL CONSULTANTS will provide professional engineering services to the Borough in connection with the development of a Dredged Material Management Plan as detailed in the proposal an estimated total fee not to exceed \$ 26,500 dollars; and

**WHEREAS**, funds are available as evidenced by the Chief Financial Officer's Certification attached hereto and the contractor has executed all required disclosures;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey, duly assembled in public session this 18<sup>th</sup> day of March, 2014, as follows:

1. That the preamble of this Resolution is hereby incorporated by reference as if set forth here at length;
2. That the Mayor and Clerk are directed to forthwith execute on behalf of the Borough of Stone Harbor the attached proposal as the contract for professional services for the purposes stated herein above;
3. That the aforementioned contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law;
4. That the aforementioned contract is entered into under and subject to the equal opportunity, anti-discrimination and affirmative action laws and regulations of the State of New Jersey, which are hereby incorporated by reference and the contractor shall execute an appropriate acknowledgment of same which shall also be a part of and incorporated into this contract;
5. That a notice of the letting of this Professional Services Contract be published in accordance with law within ten (10) days of its passage in an official paper of the Borough as designated in accordance with law.

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 ....., 2014

.....  
Borough Clerk

The above resolution approved this ..... day of....., 2014

.....  
Mayor

Borough of Stone Harbor  
9508 Second Avenue  
Stone Harbor, NJ 08247

Attention: Jill Gougher, Borough Administrator

ADDRESS Ocean and Coastal  
Consultants, Inc.  
20 E. Clementon Road  
Suite 201N  
Gibbsboro, NJ 08026

TEL 856-248-1200  
FAX 856-248-1206  
WWW ocean-coastal.com

DATE 27 January 2014  
PAGE 1/1  
REF MADN  
PROJECT NO 90-4572

**Stone Harbor Dredged Material Management Plan  
Proposal**

Dear Ms. Gougher:

Ocean and Coastal Consultants, Inc. (OCC) is pleased to provide a proposal for professional engineering services to develop a Dredged Material Management Plan (DMMP) for the Borough of Stone Harbor.

The network of waterways surrounding Stone Harbor is an essential component of the local economy and environment. Dredging and dredged material management often uses an ad hoc planning process, resulting in a piecemeal immediate solution rather than an integrated planning approach. A DMMP addresses communities' long-term needs by identifying the following: dredging demand; quantity and quality of dredged material; environmental considerations; and the schedule and disposal strategy for dredging including beneficial uses. This DMMP considers a 10-year planning horizon.

The details of the proposal are enclosed. Exhibit A contains detailed information on the Scope, Budget, and Schedule. Please contact the undersigned should you have any questions or require additional information. Thank you for this opportunity.

Very truly yours,

**OCEAN AND COASTAL CONSULTANTS, INC.**

  
Matthew Dalon, P.E.  
Project Engineer

Encl: OCC Short Form Contract  
Exhibit A

ADDRESS Ocean and Coastal  
 Consultants, Inc.  
 20 E. Clementon Rd.,  
 Ste 201N  
 Gibbsboro, NJ 08026  
 TEL 856.248.1200  
 FAX 856.248.1206  
 www ocean-coastal.com

**An Agreement for the Provision of Professional Services**

Borough of Stone Harbor  
 9508 Second Avenue  
 Stone Harbor, NJ 08247

Attention: Jill Gougher  
 Borough Administrator

**Via Electronic Submittal**

**Date:** 27 January 2014

**Project No.:**

**Proposal No.:** 90-4572

**Cert. of Insurance:**

**Project Name/ Location:** Stone Harbor DMMP

**Program:** OCC will prepare a Dredged Material Management Plan (DMMP) for the Borough of Stone Harbor. Details are provided in Exhibit A.

**Fee Arrangements:** \$26,500. See attached Exhibit A for a detailed budget.

**Retainer Amount:** N/A

**Special Conditions:** N/A

The Terms and Conditions attached to this form are a part of this Agreement.  
 Retainers will be applied to the final invoice for the project.

**Offered by:**

(signature)

Matthew Dalon, Project Engineer

(printed name/title)

(2nd signature)

John Chapman, President

(2nd printed name/title)

**Accepted by:**

(signature)

(date)

(printed name/title)

(for)

Ocean and Coastal Consultants, Inc

**Client:** Return one signed copy with retainer, if indicated, and an initialed copy of our **TERMS AND CONDITIONS** to **Attn: Accounting** at address noted above.

**TERMS AND CONDITIONS**

Ocean and Coastal Consultants, Inc. (the Firm) shall perform the services outlined in this agreement for the stated fee arrangement. This proposal is valid only if accepted within forty five (45) days of the proposal date.

**ACCESS TO SITE** Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

**HIDDEN CONDITIONS** A structural condition is hidden if concealed by existing finishes or if it cannot be investigated by reasonable visual observation. If the firm has reason to believe that such a condition may exist, the Firm shall notify the Client who shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If (1) the Client fails to authorize such investigation or correction after due notification, or (2) the Firm has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and the Firm shall not be responsible for the existing condition nor any resulting damages to persons or property.

**FEES** a) Lump sum – amount stated is total fee, amount may be adjusted proportionally if project not completed within eighteen (18) months of proposal date; b) Hourly with Estimate - project invoiced on an hourly basis at the rates noted below and the estimated amount shall not be exceeded by more than ten percent without written approval of the Client; or c) Hourly - project invoiced on an hourly basis at the rates noted below. On projects with hourly based fees the hours invoiced include all time attributed to the project such as, but not limited to, analysis, design, drafting, meetings, travel and project setup and administration. The rates shall be those that prevail at the time the services are rendered. Additional Services beyond the scope of work indicated in the Program section will be invoiced as Hourly with Estimate. The current hourly rates are as follows:

Managing Director	Project Director/ Principal	Project Manager	Project Engineer	Engineer Specialist II	CAD Lead Specialist/ CAD Specialist	Dive Supervisor	Administrative Support
\$300	\$240	\$200	\$155	\$130	\$125/\$115	\$110	\$60

Reimbursable expenses incurred in the interest of the project are in addition to the stated fee. They shall include such necessary costs as but not limited to: travel, mileage, express mail, reproduction (prints, plots, etc.), and photos and shall be billed at cost plus 15% to cover administrative expenses.

**BILLING/PAYMENTS** Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices are due upon receipt and are past due thirty (30) days after the invoice date. If the invoice is not paid within thirty (30) days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the services. Retainers shall be credited on the final invoice.

**LATE PAYMENTS** Accounts unpaid forty five (45) days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance (18% true annual rate), at the sole election of the Firm. In the event any portion or all of an account remains unpaid ninety (90) days after initial billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

**INDEMNIFICATION** In addition, and notwithstanding any other provisions of this Agreement, the Client agrees, to the fullest extent permitting by law, to indemnify and hold harmless the Firm, its officers, directors, employees, agents, consultants and subconsultants from and against all damages, liability or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with this project or the performance, by any parties above named, of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

**RISK ALLOCATION** In recognition of the relative risks and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees to the fullest extent permitted by law, to limit the liability of the Firm, its officers, directors, employees, agents, consultants and subconsultants for the Client's damages to the sum of \$50,000. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

**ALTERNATE DISPUTE RESOLUTION** In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the client and Firm agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

**TERMINATION OF SERVICES** This agreement may be terminated by the Client or the Firm should the other fail to perform its obligation hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination and all reimbursable termination expenses.

**OWNERSHIP OF INSTRUMENTS OF SERVICES** All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without written consent of the Firm.

**APPLICABLE LAW** Unless otherwise specified, this agreement shall be governed by the laws of the State of Connecticut.

Project #: \_\_\_\_\_ Initials: OCC: \_\_\_\_\_ Client: \_\_\_\_\_



**EXHIBIT A**  
**Proposal # 90-4572**  
**January 27, 2014**

1. PROJECT USE ..... 1

2. PROJECT DEFINITION ..... 1

3. ESTIMATED COSTS ..... 3

4. KEY STAFF AND ROLES ..... 4

5. PROJECT REFERENCES..... 5

**1. PROJECT USE**

It is understood that the Project will be for professional engineering services related to the development of a Dredged Material Management Plan (DMMP) for Stone Harbor. The Principal Client is Borough of Stone Harbor. Ocean and Coastal Consultants, Inc. (OCC) is acting as the Engineer.

**2. PROJECT DEFINITION**

The following paragraphs identify the specific scope of services to be provided. These services are provided as the BASIC Services for the completion of this work. Services which are not specifically identified as Basic Services will be considered as ADDITIONAL Services. ADDITIONAL Services are NOT included as a part of this agreement.

SCOPE

The scope of this project is to develop a dredged material management plan (DMMP) for dredged material generated within the Borough of Stone Harbor. The project area consists of man-made lagoons, marina slips, and residential slips. The figure below identifies the limits of the project area.

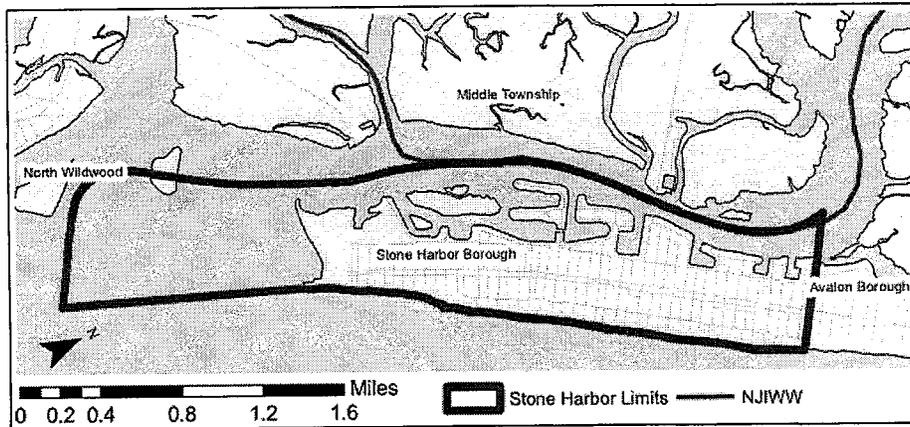


Figure 1 - Stone Harbor DMMP Project Area

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### Task 01 - Dredging Demand

The objective of this task is to identify current and future (10 year) dredging demand within the project area. OCC will utilize existing data and hydrographic surveys to assess the municipal and private dredging demand. OCC will coordinate with the state and federal agencies to obtain their dredging demand surrounding the project area.

*Deliverable: Dredging Demand Memo*

### Task 02 - Dredged Material Placement Alternatives

The objective of this task is to identify, evaluate, and compare dredged material placement alternatives to manage dredged material generated from the Borough of Stone Harbor and its local residents.

OCC will develop alternative placement locations in a systematic manner to ensure that responsible alternatives are evaluated. The alternative plans should be unique; not restricted to current limitations (regulations, laws, or statutes); consider relevant measures; include mitigation of significant adverse effects; consider plans/desires of others; consider various implementation schedules; and estimate cost/benefit. OCC will evaluate and compare the effects of each alternative.

*Deliverable: Dredged Material Placement Alternatives Evaluation Matrix*

### Task 03 - DMMP Report

The objective of this task is to provide the Borough with a DMMP report. The report will summarize the results from task 01 and task 02 as well as provide recommendations to implement the DMMP.

*Deliverable: DMMP Report*

### ASSUMPTIONS

- New Jersey and USACE will provide OCC recent hydrographic survey data, dredging demand, historical dredging data for the local state and federal channels.
- The Borough of Stone Harbor is not responsible for managing dredged material from state and federal dredging projects. State and federal dredging demands will be provided for a reference only.

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**3. ESTIMATED COSTS**

The cost for the above scope of services for the Stone Harbor DMMP is \$26,500. This has been calculated based upon OCC’s attached General Terms and Conditions and current Rate Schedule. The estimated costs for the proposed engineering services are broken down by Task on the following Table:

*Table 1 - Budget Summary*

TASK	LABOR		EXPENSES	SUBTOTAL
	MAN HOURS	COST		
1 – Dredging Demand (Lump Sum)	56	8,500	7,500	16,000
2 - Alternatives Analysis (Lump Sum)	40	6,000	0	6,000
3 - DMMP Report (Lump Sum)	28	4,400	100	4,500
<b>TOTAL</b>	<b>124</b>	<b>\$18,900</b>	<b>\$7,600</b>	<b>\$26,500</b>

Any ADDITIONAL Services which may be required, such as geotechnical exploration and analytical services, or ADDITIONAL Services which may be requested by the CLIENT during the performance of the BASIC Services will be invoiced separately and at a rate which is mutually agreeable to OCC and the Client.

**4. ESTIMATED SCHEDULE**

The table below provides an anticipated duration to complete the tasks under this scope of work.

*Table 2 - Anticipated schedule duration*

ACTIVITY	DURATION
Notice to Proceed	TBD
Task 01 – Dredging Demand	3 weeks
Task 02 – Dredged Material Placement Alternatives	4 weeks
Task 03 – DMMP Report	3 weeks
Total	10 weeks

\_\_\_\_\_ Initial



#### 4. KEY STAFF AND ROLES

a) MATTHEW DALON, P.E. – PROJECT MANAGER

Mr. Dalon will serve as the Project Manager and a subject matter expert in dredging and beneficial uses of dredged material for this project.

Mr. Dalon specializes in coastal, dredging and waterfront engineering projects. His educational background and practical project experience are coupled with a competitive team-oriented mindset, making him a valuable member to any project team. His breadth of knowledge includes nearshore hydrodynamics, sediment transport, coastal morphology, shoreline analysis, wave forces, coastal structures design, dredged material management, wetland ecology, and structural analysis.

As a member of the Ocean and Coastal Consultants (OCC) team, Mr. Dalon has participated in projects, both large and small, and for clients in both the private and public sectors. Mr. Dalon understands the uniqueness of each project and how to focus each task to best serve the client. He has also facilitated discussions among clients, stakeholders, regulators, and various interest groups for multiple, complex, multi-faceted projects with contrasting goals. He is also an active member of the coastal and dredging engineering community. He regularly attends conferences to remain well-versed in the latest information and ideas.

b) AZURE DEE SLEICHER, P.E. - CHIEF PROJECT MANAGER

Ms. Sleicher will serve as a subject matter expert in coastal engineering and provide project management support for this project.

Ms. Sleicher has a wide range of experience in both the coastal and environmental engineering disciplines. Such experience includes design and analysis of structures for coastal erosion control and prevention, as well as marine structures for ports and harbors. She has strong theoretical background in coastal processes and practical experience in wave dynamics, sediment transport, hydraulics, and scour assessment.

As a Chief Project Manager, Ms. Sleicher has been responsible for a variety of coastal engineering projects including design of stone and concrete seawalls, steel sheet pile bulkheads, timber, steel and concrete piers, stone revetments, jetties, breakwaters, wave screens and marina facilities. Ms. Sleicher also has extensive experience with FEMA flood hazard modeling, beach stabilization and dredging projects.

c) MICHAEL LUDWIG - REGULATORY SPECIALIST

Mr. Ludwig will serve as a subject matter expert in coastal regulations for this project. This knowledge will be used to efficiently evaluate the regulatory implications of the dredged material management alternatives.

Mr. Ludwig has over 40 years of experience integrating resource protection into coastal and offshore development projects. Formerly, he was a Regional Regulatory Affairs Coordinator for the National Oceanic and Atmospheric Administration's (NOAA) National Marine Fisheries Service (NMFS). A majority of his career has been spent facilitating the permitting of environmentally compatible coastal structures. He was integral in developing and refining many of the current rules and regulations guiding

\_\_\_\_\_ Initial

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use of Waters of the United States. He is an expert on all aspects of the Clean Water Act, Endangered Species Act, Magnuson-Steven Sustainable Fisheries Act, Marine Protection Research, and Sanctuaries Act, National Environmental Policy Act (NEPA), and Rivers and Harbor Act.

Mr. Ludwig has the ability to quickly assess regulatory and NEPA (EIA) implications to projects and propose changes, potentially eliminating protracted consultations. He has spent more than four decades investigating and reporting on impacts of nearshore and high sea development and methods to avoid minimize or mitigate construction and operation related adverse environmental impacts. He has authored impact compensation (mitigation) protocols for finfish and shellfish, as well as their habitats. His familiarity with fishery biology, in-water construction as well as dredging operations form the basis for comprehensive project management as well as cost effective and value added consulting services.

## 5. PROJECT REFERENCES

### a) BENEFICIAL USE OF DREDGED MATERIAL LIAISON, NJDOT OMR

Ocean and Coastal Consultants, Inc. (OCC) served as a technical subject matter expert in dredging and dredged material management for the New Jersey Department of Maritime Resources. OCC's primary focus for this project was to facilitate the beneficial use of dredged material within NJDOT projects. OCC worked with various NJDOT divisions to develop a process framework to increase advanced coordination between OMR and the design divisions to promote the beneficial use of dredged materials. OCC also evaluated CDFs in South Jersey for access and excavation to restore dredging capacity for future dredging efforts. OCC also provided technical review of potential beneficial uses of dredged material and dredged material management systems.

### b) NJ REGIONAL PROCESSING FACILITY FOR DREDGED MATERIAL, NJDOT OMR

OCC evaluated the development of state owned regional processing facilities (RPF) for dredged material along the Atlantic Coast of New Jersey. To increase the beneficial use of dredged material, a regional processing facility can modify the physical and chemical properties of dredged material to meet the requirements for use. To identify potential RPF locations, OCC developed a list of site requirements and compared them against an inventory of state owned lands in the coastal counties. The research identified that a static facility on state owned lands was not feasible and that a temporary RPF is better suited to meet the current demand for the beneficial use of dredged materials in the Atlantic Coast region. This temporary facility could be mobilized at either a CDF or an end use location based on a specific project need. By locating the temporary RPF at the source or end use location material re-handling costs will be reduced resulting in a more competitive product price point.

### c) DREDGED MATERIAL CLASSIFICATION, NJDOT OMR

OCC, in cooperation with Soiltek, Inc. and the Center for Advanced Infrastructure and Transportation (CAIT) at Rutgers University, evaluated the potential beneficial uses of dredged materials from a variety of Confined Disposal Facilities (CDFs) found along the southern New Jersey coastline based on a variety of physical and geotechnical classifications. The research showed that dredged material can provide beneficial uses; however the dredged material must be matched with a beneficial use based on sound testing procedures.

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## d) DREDGED MATERIAL SEPARATION, NJDOT OMR

OCC designed and tested a dredged material separation system to evaluate the beneficial use of dredged material in state transportation projects. The project was conducted within a CDF at the U.S. Coast Guard Training Center in Cape May, New Jersey. OCC developed the concept, then designed and managed the project. Brice Environmental Services of Fairbanks, Alaska served as the contractor and operator of the separation plant. The separation plant utilized a sand screw and a Grizzly vibrating screen to separate sand from the dredged material. The process water containing silts and clays was pumped to a geotextile tube for containment and dewatering. A polymer added to the slurry caused the fines to coagulate and aided in dewatering. The sand extraction processes demonstrated by OCC resulted in clean sand available for immediate use. The sand was then mixed with recycled glass from the Cape May County Municipal Utilities Authority to create fill for road construction. The final aggregate mix was used by the New Jersey Department of Transportation (NJDOT) in the Rt. 52 reconstruction project.

## e) SEDIMENT ANALYSIS OF NEW JERSEY'S CDFs AND OPEN WATERS, NJDOT OMR

OCC teamed with The Richard Stockton College of New Jersey Coastal Research Center to conduct a reconnaissance-level study of all dredged material placement sites and adjacent bay waters sediments. The purpose of the study was to compile a comprehensive database for which coastal zone managers, coastal engineers, and scientists can better manage New Jersey's navigable waterways and dredging projects, as well as promote the reuse of dredged material contained in existing placement sites.

\_\_\_\_\_ Initial

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**BOROUGH OF STONE HARBOR**

CAPE MAY COUNTY, NEW JERSEY

(5)

**RESOLUTION**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH MARCUS H. KARAVAN, P.C., ATTORNEY AT LAW, FOR HEARING OFFICER SERVICES**

**WHEREAS**, the Borough of Stone Harbor is given authority by N.J.S.A. 40A:11 *et seq.* to enter into contracts for "Professional Services" without competitive bidding, where the need arises and so long as the award of such contract is made public by a Resolution of the Governing Body; and

**WHEREAS**, the Borough Council and the Borough Solicitor's Office have determined that it would be in the Borough's best interest to hire a Hearing Officer in connection with certain personnel-related matters; and

**WHEREAS**, Marcus H. Karavan, Esquire, has an extensive background in municipal labor relations and municipal law, and possess knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized education, employment and experience; and

**WHEREAS**, the total amount of the contract is \$130.00 per hour not to exceed \$5,000 within approval by Council via Resolution and the contract for such services is attached hereto and incorporated herein by reference; and

**WHEREAS**, the contract amount is below the bid threshold and below the pay-to-play threshold; and

**WHEREAS**, funds are available as evidenced by the Chief Financial Officer's Certification attached hereto;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey, duly assembled in public session this 18<sup>th</sup> day of March, 2014, as follows:

1. That the preamble of this Resolution is hereby incorporated by reference as if set forth here at length;
2. That the Mayor and Clerk are hereby authorized and directed to forthwith execute on behalf of the Borough of Stone Harbor the attached contract for professional services with Marchus H. Karavan, P.C., which contract is incorporated herein by reference and made a part hereof;
3. That the aforementioned contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law;
4. That the aforementioned contract is entered into under and subject to the equal opportunity, anti-discrimination and affirmative action laws and regulations of the State of New Jersey, which are hereby incorporated by reference and the contractor shall execute a copy of the required language which shall become part of the contract;
5. That a notice of the letting of this Professional Services Contract be published in accordance with law within ten (10) days of its passage in an official paper of the Borough as designated in accordance with law.

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 ....., 2014

.....

Borough Clerk

The above resolution approved this ..... day of....., 2014

.....  
Mayor

(7)



# BOROUGH OF STONE HARBOR

## SPECIAL EVENTS ON PUBLIC LANDS

(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.)

### LICENSE APPLICATION (Chapter 275)

A non-refundable application review fee shall be paid to the Borough Clerk when the application is filed.  
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.

Date of Application: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Rain Date: \_\_\_\_\_ Street Closing Required?  Yes (Fees Required)  No

Type of Event:

- Parade                       Festival                       5k/Walkathon (Designated Routes Only)
- Bike Race                       Triathlon                       Sporting Event
- Multi-Day Event               Rally/Demonstration       Other: \_\_\_\_\_

Estimate of Daily Crowd Expected: \_\_\_\_\_ Admission Fee (If Any): \$ \_\_\_\_\_

Site Plan Attached, If Applicable?  Yes  No      Schedule of Activities Attached, if Applicable?  Yes  No

#### Application Review Fees

\$50 within 60 Days

\$75 within 30 Days

\$125 within 15 Days

For official use: pd \_\_\_\_\_ ck # \_\_\_\_\_ amt \$ \_\_\_\_\_



## BOROUGH OF STONE HARBOR SPECIAL EVENTS ON PUBLIC LANDS

Please list all vendors that will be providing services at the event:  
(Food, Novelty, Concession, etc.)

Name of Operator: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Proposed Activity: \_\_\_\_\_

Name of Operator: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Proposed Activity: \_\_\_\_\_

Name of Operator: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Proposed Activity: \_\_\_\_\_

Name of Operator: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Proposed Activity: \_\_\_\_\_

### 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.

### 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.stone-harbor.nj.us](http://www.stone-harbor.nj.us)

## INDEMNITY CLAUSE (Hold Harmless Agreement)

To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend,  
(Name of Applicant)

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

SIGNATURE OF APPLICANT: \_\_\_\_\_  
Signature Date



## BOROUGH OF STONE HARBOR SPECIAL EVENTS ON PUBLIC LANDS

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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.

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<b>5k:</b> .....	\$150 (0-250 Participants)
<i>(Designated Route Only)</i>	\$250 (250-500 Participants)
	\$500 (500 Participants or More)
<b>10k or Triathlons</b> .....	\$500
<b>Event Fees</b> .....	\$250 Per Day (1000 Participants and Under)
	\$500 Per Day (1000 Participants and Over)
<b>Seasonal use of facilities by Local Schools</b> .....	\$1500 per season
<b>Use of 80<sup>th</sup> St. Fields</b> .....	\$250 per day
<i>(Before Friday of Memorial Day and after Labor Day)</i>	
<b>Use of 80<sup>th</sup> St. Fields</b> .....	\$500 per day (first two days)
<i>(Memorial Weekend-Labor Day Weekend)</i>	\$250 per each additional day
<b>Use of Recreation Support Building</b> .....	\$150 + Cleaning Cost \$150
<b>81<sup>st</sup> &amp; Second Avenue</b>	
<b>Chamber of Commerce</b> .....	\$60 each event

**Waivers**.....Special events sponsored solely by the Borough of Stone Harbor is exempt from the payment of the fee for special event permit. Such special events shall be governed by applicable Borough polices. Borough Council retain the discretion to waive any provision of this chapter where deemed appropriate in the sole discretion of the Borough Council.



## **BOROUGH OF STONE HARBOR**

### **SPECIAL EVENTS ON PUBLIC LANDS**

#### **Section 275-2 Regulations**

- A. No special event shall be held on public lands pursuant to this article without the approval of the governing body.
- B. Applicants are strongly encouraged to complete and submit the Special Event Permit on Public Lands Application at least 60 days prior to the event to allow adequate time for review. Failure to do so could result in a denial of the application.
- C. No special event shall be held on public lands pursuant to this article until a special event permit has been issued by the Borough Clerk.
- D. No alcoholic beverages shall be sold or distributed on the public lands pursuant to this article.
- E. The applicant for a special events permit shall provide liability insurance in the amount of \$1,000,000.00, which covers the special event. The Borough of Stone Harbor shall be named as an additional insured under the policy of insurance. Proof of said insurance shall be filed with the Borough Clerk before the permits are issued. The governing body may lower or waive the insurance requirement by resolution approving the special event when the liability risks are minimal for the type of special event approved.
- F. The applicant must execute an indemnification agreement with the Borough of Stone Harbor which agrees to indemnify and save the Borough harmless from all liability related to the special event. The form of agreement is included in this Application.
- G. Application will not be approved unless the following documentation is attached: Written consent from Sponsor, State of New Jersey Tax Sale Certificate, Board of Health Certificate, copy of driver's license, copy of vehicle registration, etc.
- H. The permittee shall comply with these regulations, all conditions imposed, and all applicable state and local laws and regulations.
- I. Except as otherwise provided herein, all persons shall comply with all applicable ordinances regulating the use of public lands including those regulations contained in Chapter 275 of the Code of the Borough of Stone Harbor.
- J. All Applications for Festivals, Parades, Sporting Events and Special Request must include a proposed site plan. Final site plan must be made available to Clerk 30 Days prior to the event for a final Event Permit to be issued.
- K. All Event Planners are subject to meeting with Recreation Department, Public Works & Public Safety 30 Days Prior to the Event for the final Event Permit to be issued.
- L. All Events 4 hours and longer must provide a schedule of activities.
- M. Copies of advertisements used to promote the event are not mandatory but appreciated.



**ALL APPLICANTS MUST COMPLETE THIS SECTION  
PENDING: PUBLIC WORKS APPROVAL & AVAILABILITY**

**Requested Borough Resources**

1.) Borough Trash receptacles and removal Yes No Not Applicable

If No, Name of Private Contractor \_\_\_\_\_ Phone: \_\_\_\_\_

2.) Will you need Temporary Stages or View Stands? Yes No Not Applicable

If Yes, Use: \_\_\_\_\_

Location: \_\_\_\_\_

3.) Will you need Borough Electrical Services? Yes No Not Applicable

If Yes, Describe In Detail (Must Provide Site Plan): \_\_\_\_\_

4.) Will you be providing Generators or Compressors? Yes No Not Applicable

If Yes, Where: \_\_\_\_\_

5.) How Many Portable Toilets will you be providing? \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Delivery Date & Time (approx): \_\_\_\_\_

6.) Will Borough Water be needed? Yes No Not Applicable

If Yes, Describe in Detail: \_\_\_\_\_

7.) Will you require barricades or enclosures? Yes No Not Applicable

If Yes, Describe in Detail: \_\_\_\_\_

8.) Will you require construction of temporary structures or fixtures? Yes No Not Applicable

If Yes, Describe in Detail: \_\_\_\_\_

**Request Public Safety & Fire**

1.) Will you need police assistance? \_\_\_\_\_

2.) Are there any road Closures Requested? (Site Plan Must Be Included)  
\_\_\_\_\_

3.) No Parking Request (Event Planners are responsible for finding their vendors parking for the day of their events. Borough suggests the use of the 80<sup>th</sup> street marina parking lot for day long parking).  
\_\_\_\_\_

4.) Will you be contracting transportation? Yes No Not Applicable  
If yes, please describe routes: \_\_\_\_\_

5.) EMS or Fire Requested Yes No Not Applicable  
If yes, location: \_\_\_\_\_

6.) Will there be any use of Propane or Generators during the day?  
If yes, describe in detail: \_\_\_\_\_

**\*\*\* Notice: Request for Borough services are authorized by Council.  
Any and all additions made are subject to Council approval and may incur re-tiling fees.**

FOR OFFICIAL USE ONLY



**DEPARTMENT OF PUBLIC WORKS**

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

APPROVED:  DENIED:

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

\_\_\_\_\_  
Signature Date

**SAFETY OFFICER**

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

APPROVED:  DENIED:

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

\_\_\_\_\_  
Signature Date

**CHIEF OF POLICE**

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

APPROVED:  DENIED:

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

\_\_\_\_\_  
Signature Date

**FIRE OFFICIAL**

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

APPROVED:  DENIED:

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

\_\_\_\_\_  
Signature Date

**BRT CHAIR**

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

APPROVED:  DENIED:

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

\_\_\_\_\_  
Signature Date

## Suzanne Stanford

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**From:** Marc.DeBlasio@rve.com  
**Sent:** Friday, February 28, 2014 10:21 AM  
**To:** Jill Gougher; Joan Kramar; Suzanne Stanford  
**Cc:** Elaine\_Benincasa/rve@rve.com; Matthew\_Abrams/rve@rve.com  
**Subject:** 9/11 Freedom Park



FYI,

As a result of our meeting yesterday, the project schedule was decided as follows:

1. March 18 Council Meeting-Motion to Bid
2. March 22-Advertise to Bid
3. April 9-Bid Opening
4. April 15-Possible Bid Award
5. June 30-Possible Project Completion Date

As we get closer to March 18, we will lock up the dates. 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:

<http://www.rve.com>

**BOROUGH OF STONE HARBOR**  
**SPECIAL EVENTS ON PUBLIC LANDS**

(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.)

**LICENSE APPLICATION (Chapter 275)**

Name of Event: QB Scramble 5K  
Date of Event: July 27, 2014 Location of Event: 80th & First Ave  
Rain Date: N/A Street Closing Required?  Yes (Fees Required)  No

Type of Event:

- Parade                       Festival                       5k/Walkathon (Designated Routes Only)  
 Bike Race                       Triathlon                       Sporting Event  
 Multi-Day Event               Rally/Demonstration               Other: \_\_\_\_\_

Estimate of Daily Crowd Expected: 800 Admission Fee (If Any): \$ 30 Registration

Site Plan Attached, If Applicable?  Yes  No      Schedule of Activities Attached, if Applicable?  Yes  No

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Date of Application: 12-16-13      Fee Paid: \$ 100.—

Sponsor's Name: Jaws Youth Playbook

Contact Person: Jess Myers

Phone: 856-848-4437 Email Address: jess@ronjaworski.com

Mailing Address: 270 Eagle Point Rd.  
West Deptford NJ 08086

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BOROUGH OF STONE HARBOR  
SPECIAL EVENTS ON PUBLIC LANDS

(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.)

LICENSE APPLICATION (Chapter 275)

Name of Event: WAR AT THE SHORE TOUCH FOOTBALL TOURNAMENT

Date of Event: 5-24-14 & 8-30-14 Location of Event: 80th St. Field

Rain Date: NONE Street Closing Required?  Yes (Fees Required)  No

Type of Event:

- Parade
- Festival
- 5k/Walkathon (Designated Routes Only)
- Bike Race
- Triathlon
- Sporting Event
- Multi-Day Event
- Rally/Demonstration
- Other: \_\_\_\_\_

Estimate of Daily Crowd Expected: 200-250 Admission Fee (If Any): \$ NONE, EXCEPT TEAM FEES.

Site Plan Attached, if Applicable?  Yes  No Schedule of Activities Attached, if Applicable?  Yes  No

Date of Application: 1-6-14 Fee Paid: \$ 100.00

Sponsor's Name: PHILADELPHIA SPORT & SOCIAL

Contact Person: TIM HORAN

Phone: 484-919-8547 Email Address: TIM@PHILSPORTS.COM

Mailing Address: 3800 MANAYUNK AVE.  
PHILADELPHIA, PA 19128

**BOROUGH OF STONE HARBOR**  
**SPECIAL EVENTS ON PUBLIC LANDS**

(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.)

**LICENSE APPLICATION (Chapter 275)**

Name of Event: GARDEN CLUB of S. H. PLANT & Bake SALE  
Date of Event: 5/10 (DELIVERY 5/9) Location of Event: WATER WORKS Bldg (USE of FIRE HOUSE RD)  
Rain Date: NONE Street Closing Required?  Yes (Fees Required)  No

Type of Event:

- Parade                       Festival                       5k/Walkathon (Designated Routes Only)  
 Bike Race                       Triathlon                       Sporting Event  
 Multi-Day Event               Rally/Demonstration               Other: PLANT & BAKE SALE

Estimate of Daily Crowd Expected: \_\_\_\_\_ Admission Fee (If Any): \$ — 0 —

Site Plan Attached, If Applicable?  Yes  No      Schedule of Activities Attached, if Applicable?  Yes  No

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Date of Application: 3/4/14                      Fee Paid: \$ — 0 —

Sponsor's Name: GARDEN CLUB of S. H.

Contact Person: KAREN M LAURE, CHAIR

Phone: 368-2442                      Email Address: KMLAURE@COMCAST.NET

Mailing Address: 10310 FIRST AVE  
S. H.



# BOROUGH OF STONE HARBOR

## SPECIAL EVENTS ON PUBLIC LANDS

(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.)

### LICENSE APPLICATION (Chapter 275)

A non-refundable application review fee shall be paid to the Borough Clerk when the application is filed.  
A contract will 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.

Date of Application: Feb 28, 2014

Name of Event: Garden Club of Stone Harbor Community Yard Sale

Sponsor's Name: Garden Club of Stone Harbor

Contact Person: Marilyn Hahle

Phone: 0-368-0683 - C-922-5101 Email Address: mstoneharbor@aol.com

Mailing Address: 245 94<sup>th</sup> Street Stone Harbor, NJ 08247

Date of Event: May 17, 2014 Location of Event: Parking Lot at First Ave 95<sup>th</sup> - 96<sup>th</sup> St.

Rain Date: May 18, 2014 Street Closing Required?  Yes (Fees Required)  No

Type of Event:

- Parade
- Festival
- 5k/Walkathon (Designated Routes Only)
- Bike Race
- Triathlon
- Sporting Event
- Multi-Day Event
- Rally/Demonstration
- Other: Community Yard Sale

Estimate of Daily Crowd Expected: 150 + Admission Fee (If Any): \$ \_\_\_\_\_

Site Plan Attached, If Applicable?  Yes  No Schedule of Activities Attached, if Applicable?  Yes  No

#### Application Review Fees

- \$50 within 60 Days
- \$75 within 30 Days
- \$125 within 15 Days

*No fees  
Borough sponsored  
fund raiser*

For official use: pd \_\_\_\_\_ ck # \_\_\_\_\_ amt \$ \_\_\_\_\_

**BOROUGH OF STONE HARBOR**  
**SPECIAL EVENTS ON PUBLIC LANDS**  
**WITH NO USE OF BOROUGH UTILITIES**

(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.)

**LICENSE APPLICATION (Chapter 275)**

All fees shall be paid to the Borough Clerk when the application is filed

By filing this form you are stating to the Borough that your event will not need Borough funded utilities or employees on public property. The following information will be sent to the Department of Tourism, Stone Harbor Clerk's Office, Department of Public Works, SHPD and SHFD

<b>Application filing fees</b>	<b>\$50 within 60 Days</b> <b>\$75 within 30 Days</b> <b>\$125 within 15 Days</b>
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Attach Certificate of Insurance Naming the Borough of Stone Harbor as Certificate Holder and/as Additional Insured in addition to this completed form

Name of Event: OCEAN DRIVE MARATHON

Date of Event: 30 MARCH 2014 Location of Event: CMC STATE, County + Municipal ROADS

Rain Date: NONE Street Closing Required?  Yes (Fees Required)  No

Type of Event:

- Parade                       Festival                       5k/Walkathon (Designated Routes Only)  
 Bike Race                       Triathlon                       Sporting Event  
 Multi-Day Event               Rally/Demonstration         Other: 26.2 MILE ROAD RACE

Estimate of Daily Crowd Expected: 3,000 Admission Fee (If Any): \$ NO

Site Plan Attached, If Applicable?  Yes  No Schedule of Activities Attached, if Applicable?  Yes  No

Date of Application: 13 FEBRUARY 2014 Fee Paid: \$ 50.00

Sponsor's Name: OCEAN DRIVE RACE CLUB, LLC

Contact Person: EO. DE PALMA

Phone: 609.523.0880 Email Address: OOMRACEDIRECTOR@COMCAST.NET

Mailing Address: PO BOX 1245  
SOUTHEASTERN, PA 19399

**BOROUGH OF STONE HARBOR**  
**SPECIAL EVENTS ON PUBLIC LANDS**  
**WITH NO USE OF BOROUGH UTILITIES**

(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.)

**LICENSE APPLICATION (Chapter 275)**

All fees shall be paid to the Borough Clerk when the application is filed

By filing this form you are stating to the Borough that your event will not need Borough funded utilities or employees on public property. The following information will be sent to the Department of Tourism, Stone Harbor Clerk's Office, Department of Public Works, SHPD and SHFD

<b>Application filing fees</b>	<b>\$50 within 60 Days</b> <b>\$75 within 30 Days</b> <b>\$125 within 15 Days</b>
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Attach Certificate of Insurance Naming the Borough of Stone Harbor as Certificate Holder and/as Additional Insured in addition to this completed form

Name of Event: BIKE MS  
 Date of Event: 5/18/14 Location of Event: VARIOUS ROADS  
 Rain Date: N/A Street Closing Required?  Yes (Fees Required)  No

Type of Event:

- Parade                       Festival                       5k/Walkathon (Designated Routes Only)  
 Bike Race                       Triathlon                       Sporting Event  
 Multi-Day Event               Rally/Demonstration         Other: FUNDRAISER

Estimate of Daily Crowd Expected: 500 Admission Fee (If Any): \$ N/A

Site Plan Attached, If Applicable?  Yes  No Schedule of Activities Attached, if Applicable?  Yes  No

Date of Application: 2/12/14 Fee Paid: \$ 50.00

Sponsor's Name: NATIONAL MS SOCIETY

Contact Person: BRIAN HURWITZ

Phone: 201 394 8457 Email Address: brian.hurwitz@nmss.org

Mailing Address: 1480 U.S. HIGHWAY 9 NORTH, SUITE 301  
WOODBROOK, NJ 07095

# BOROUGH OF STONE HARBOR

## SPECIAL EVENTS ON PUBLIC LANDS

Date of Application: 3/10/14 Fee Paid: \$ \_\_\_\_\_

Name of Event: Cape Express Seasons

Sponsor's Name: Cape Express

Contact Person: Steven Sides

Phone: 609 408-7825 Email Address: Steve Sides 14@yahoo.com

Mailing Address: 3 Stoney Crt, CMCH, NJ, 08210

Date of Event: Soccer Season Location of Event: Stone Harbor Fields

Rain Date: \_\_\_\_\_ Street Closing Required?  Yes (Fees Required)  No

Type of Event: Games SAT + SUN → Scheduled & coordinated w/SH.

Parade  Festival  5k/Walkathon (Designated Routes Only)

Bike Race  Triathlon  Sporting Event

Multi-Day Event  Rally/Demonstration  Other: \_\_\_\_\_

Estimate of Daily Crowd Expected: \_\_\_\_\_ Admission Fee (If Any): \$ N/A

Site Plan Attached, If Applicable?  Yes  No Schedule of Activities Attached, if Applicable?  Yes  No

**PLEASE LIST ALL VENDOR'S THAT WILL BE PROVIDING SERVICES AT THE EVENT:  
(FOOD, NOVELTY, CONCESSION, ETC.)**

<u>NAME OF OPERATOR</u>	<u>OPERATOR'S ADDRESS/PHONE NUMBER</u>	<u>PROPOSED ACTIVITY</u>

**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.

**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). Applications for a permit are on file in the Borough Clerk's Office.