

**MINUTES OF THE WORK SESSION OF MAYOR AND COUNCIL OF
THE BOROUGH OF STONE HARBOR HELD IN THE MUNICIPAL BUILDING**

December 6, 2022

The meeting was called to order by Mayor Davies-Dunhour at 4:30 p.m.

ROLL CALL

PRESENT

	Councilmembers
Judith M. Davies-Dunhour, Mayor	Reese Moore
Kim Stevenson, Borough Clerk	Bunny Parzych
Marcus Karavan, Solicitor	Robin Casper
Robert Smith, Borough Administrator	Jennifer Gensemer
Lisa Marcolongo, Ass't Administrator	Frank Dallahan
Megan Brown, Deputy Clerk	Charles Krafczek - Absent

Mayor Davies-Dunhour announced that the meeting was now open. Adequate notice of the meeting was provided by posting a copy of the time and place on the Municipal Clerk's bulletin board and mailing a copy of same to the Press and the Cape May County Herald on January 5, 2022.

FOR THE RECORD, THIS WORK SESSION WAS HELD VIA VIDEO/TELEPHONE
CONFERENCE IN A ZOOM FORMAT AS WELL AS IN PERSON

SALUTE TO THE FLAG

REPORTS OF STANDING COMMITTEES

A&F Report – Councilmember Krafczek

Budget Summary 2023 – CFO, Jim Craft

Jim Craft presented a preview of the operating budget for the Administration, Public Works and Water/Sewer. The report presented is from the Edmunds Software program and includes 2022 expenditures to date and the proposed 2023 budget amounts presented from Department Heads and Council Committee.

Administration: \$32,170 down \$30 from 2022

Mayor and Council: \$14,650 – no change from 2022

Municipal Clerk: \$39,800 – no change from 2022

Election Expense : \$5,000 – no change from 2022

Financial Administration: Increase in 2 line items:

Postage: \$22,500 increase of \$1,000 in 2023

Service Contracts: \$60,750 increase of \$2,880 or 4.9%

Collection of Taxes: Noted increases in office supplies and software contracts.

This budget is proposing an increase of \$815 in 2023 or 6.01%. Total Operating Budget request for 2023 is \$14,165

Assessors Office: Decrease proposed for 2023: \$19,250

Legal (\$150,000) and **Engineer** (\$50,000) expense expected to remain the same in 2023

Planning Board: Increase of \$150; \$33,685

Zoning Board: Increase of \$810 or 5.12% : 16,125

Construction Office: No change in 2023 \$17,650

Insurance: CFO explained a cost increase due State Health Benefits Program; employees who did not commit to a change in plan will see a 21.5% increase in their health benefit contribution. The Borough responsibility for health insurance for employees is exempt from the increase CAP of 2%.

Public Works: Increase proposed at \$45,800 or 23.78% over 2022 for a total of \$238,400

Increase in Service Contracts: rental of fuel tanks

Engineer fees: Increase \$32,000 from \$2,000 – permit fees for beach maintenance

Marina Equipment Rental: Port-a-potties; shift from Water/Sewer to Public Works

Equipment Repairs: Beach Rake maintenance

Solid Waste: Decrease 2.24% to \$51,400

Building and Grounds: Other expense: \$165,100 increased \$35,690 or 27.85%
Building Repairs: \$8,500 (Firehouse Repairs)
Water/Sewer: Proposed for 2023: \$710,800 increase 18.76% or \$112,300
Gas/Oil increased to \$30,000
Postage: increased \$1500
Electricity: Increased \$60,000
Sewer Electricity: Increased \$5,000
Chlorine: Increased \$14,000
Pump Motor Repairs – new Line Item \$10,000
Street Openings: Increased \$5,500

Manny Parada, Director of Public Works, provided a broader overview of budget for Public Works and Water/Sewer.

Jim Craft explained the budget process to Mayor and Council and members of the public. Currently the budget has been prepared by the Department Head, presented to committee and a preliminary overview for Mayor and Council and the public.

Marsh McLennan/ Long Term Disability & Short Term Disability Proposal: Presented by Jim Craft, CFO

Jim explained the current sick time policy offered to employees.

Short Term Disability: 70% of earning up to \$2000/weekly, starts after an employee is out for over 1 week up to 25 weeks, tax fee to the employee. Cost to the Borough is \$28,796, price is locked for 24 months.

Long Term Disability: covers following 26 weeks until employee is eligible for Social Security Disability.

Councilmember Moore feels that the disability benefits offered is a nice benefit for employees and thanked Jim for his research on this program and feels that the premium is reasonable.

Comments on the Budget: Administrator Smith explained the details in which each department and committee reviews the upcoming budget and noted that although Jim presents a overall review in a short amount of time, there is a lot of time and effort put into preparing the budget by employees and committees. Each line items is presented and reviewed.

Engineer Report- Marc Deblasio

Marc DeBlasio presented a 2022-year end summary:

- Zoning Board Reviews on 8 projects
- Reviewed Processed and applications for 20 bulkhead projects
- Reviewed & Processed 76 street opening applications
- Reviewed and Processed 49 Lot Grading Plans
- Provided project management, design engineering, right of way services, utility engineering, environmental compliance, and construction observation on 10 capital projects.
- Engineering and Support service for 4 grant initiatives
- Obtained a Grant from NJDOT for \$200,000 for 96th Street roadway improvements
- Managed 5 construction projects throughout the year – on time and on budget
- Completion of the Borough's Storm sewer and Flood Mitigation Master Plan.
- Successfully assisted final construction of the Lifeguard Building
- Completed 2020 Road Program \$189,000 under budget

- Finalize 2021 Utility and Road Program \$257,000 under budget which allowed the borough to use those funds for the 80th St and 96th Street well improvements needed

Tax Collector: Deb Candelore

Collection Report for November 2022:

Current Year taxes: \$3,620,021.76; Preliminary Taxes: \$109,980.12; Interest: \$3,038.49; NSF Fees: \$40.00; Total Revenue: \$3,733,080.37

Utilities: Sewer Collection: \$204,767.97; Water Collection: \$167,792.17; Maintenance Fees \$2,367.75; Interest \$149.31; Miscellaneous Service Fees: \$4,634.82; Private Fire Protection Facilities: \$801.01 - Total \$380,513.03

Councilmember Moore noted that the tax department has had a consistent collection rate of 99% or better.

Tax Assessor Report: Margaret Slavin - not present

Construction: Ray Poudrier

Construction office Collected \$86,001 in November.

Ray conducted a generator inspection at the Sisters Retreat Center and there were discussions with the contractor regarding a temporary Certificate of Occupancy for at least the first floor of the convent within the first week of January.

Channel Marine is scheduled to begin the construction of the non-conforming bulkheads on Sunset – 92nd to 93rd Street which should assist with flooding in that area.

Zoning Board is scheduled to hear the variance application for the 8310 Sunset Drive LLC – across from Smugglers Cove, in January 2023.

Borough Clerk: Kim Stevenson

Reported revenue for the month of November for the Clerk's office: Total \$270.00.

The Borough Clerk's staff is currently reviewing 2023 applications for accuracy, preparing for year end and the upcoming re-organization meeting in January.

In addition, a listing of all fees related to the Borough Clerk's office was presented to Mayor and Council for review. The Borough Clerk is looking for recommendations on the fees for 2023.

Councilmember Moore indicated that there has been discussion on the boat slip fees and Borough policies. Administrator Smith is suggesting more market research on a change in fees for boat slips. In addition, there was discussion on the need to review borough policies, including insurance requirement.

Councilmember Dallahan suggested a cost-of-living increase on all the fees presented. Mayor and Council agree. Councilmember Gensemer wants review of subletting to the existing boat slips and consideration to Stone Harbor residents being offered priority to the available boat slips.

There was a consensus that a letter be prepared to all previous boat slip holders and advise them that there may be changes to the policy and fees in 2023.

Mayor and Council did review the fees and recommends a 10% increase on fees not mandated by State Statute but requests that the Admin and Finance committee review each item and make recommendation to be presented at the 12/20 council meeting for review.

Public Works Report – Councilmember Moore

Director of Public Works – Manny Parada:

Beaches, Streets and Marina:

Within guidelines of emergency authorization for the beach the Public Works Department continues to clear out the drive-overs to the beach at 85th Street, 95th Street, 102nd Street, 118th Street and 123rd Street to ensure that they are cleared. Also, regularly check the Point Road for safety due to erosion.

A memorial Bench has been installed at the marina; storm drains have been cleared; faded signs replaced; assisted with trash collection; removed shed at convenience center; cleaned up stock yard.

Buildings:

Repaired sheetrock at Police Department due to a roof leak; repaired holiday lights in the business district and changed decorations; reviewed Boat Ramp Shack for improvements; completed repairs to Special Event Kiosks; stored windscreens at Rec facility; necessary clay court maintenance; removed broken playground equipment; repaired heating system at the Firehouse and assisted with phone line issues; removed a printer from Construction office; assisted with 5 special events in November

Grounds:

Weeded and cleaned out flower beds along Second Avenue, trees and shrubs are trimmed as needed; all lawns are getting final cut of season; irrigation systems winterized; replace shut off valve at 122nd and Second Avenue island; check and clear storm drains; assist water and sewer department as needed; review Bird Sanctuary trails; collect trash and debris from borough properties.

Solid Waste:

The convenience center at the 81st Street marina closed the weekend of November 6th. It will reopen in the Spring at a new permanent location.

Collected 59.88 tons of Solid Waste; 25.91 tons of single stream recycling; .36 tons of tires, 5.41 tons of bulk; 1.55 tons of brush; .27 e-waste; 11.95 tons of flower bed cleanout; 5.53 tons of leaves/grass.

Automotive:

All borough vehicles are maintained as needed.

Stormwater:

The pilot study has been modified and is in design now. Three different valves and configurations will be installed in the pilot area (93rd Street to 95th Street and Sunset Drive)

Councilmember Gensemer commended the Public Works Department on their assistance with the Island Holiday event. Councilmember Moore also thanked Jenny Olson for her efforts on this event.

Councilmember Moore did review the trash convenience center offered in 2022 and assures the residents that this service will continue into 2023. Councilmember Moore also provided an update on the trash tippers; the third trash truck should be complete this upcoming week.

The review of the stormwater improvements continues with weekly meetings being conducted. Councilmember Moore thanked Marc DeBlasio for his efforts on the \$200,000 DOT grant awarded.

Utility Report – Councilmember Parzych

Water/Sewer Report/Manny Parada: Continue stations reviews; water samples completed; allocation below predictions; new pressure transmitter installed at the well at 96th Street; cleaned out catch basins and are exercising valves; installing water services as required; finished hydrant flushing (360,000 gallons of water was used) repaired a blockage in the sewer system at 94th and Third Avenue; updated lead service inventory; completed Water Quality Accountability Act Annual Certification; asbestos testing proved negative and PFOA/PFOS

testing showed non-detectable results.

Mayor Davies-Dunhour asked about the timeframe for the Individual Permit from the NJDEP to be issued to the Borough (was a \$30,000 line item in the budget review). Manny explained that the feasibility study, which is scheduled for review at a special council meeting on December 13th, is a requirement within the permitting process. Manny anticipates a few months for approval of the permit – expected date April 2023.

Councilmember Parzych reviewed the Water Diversion report for November and is looking forward to comparison reports with the new meter reading system being implemented. In comparison to November 2021 water usage is down 10%.

Utility Project Update: 114th Street sewer slip line project is complete; The 114th Street lift station is on schedule for Fall of 2023; Chlorination project moving forward.

Reminder: Watering restriction on curb area becomes effective on January 1, 2023.

Discussion: 81st Street Recreation Pier – presented by Councilmember Gensemer

Councilmember Gensemer noted that a goal of the Rec and Tourism Department has been to utilize the bayfront marina to its potential. She reviewed the history of boat tours offered in the past and advised council of the plan to apply for a CAFRA Permit which would allow for a pier/dock to be installed at the 81st Marina which then could be solicited to potential vendor(s) who could offer sunset cruises, fishing, and other bayfront recreational opportunities.

Mayor Davies-Dunhour explained the process which includes the opportunity for several vendors to offer services and that property owners within 200 feet of the 81st Street location will be notified of the request for the CAFRA Permit. The Mayor further advised that a Resolution authorizing her to sign the CAFRA permit is required.

Administrator Smith clarified the exact location of the pier that is being planned. All of council was provided with a mapping of the area and the anticipated location of the pier. If approved one marina boat slip will be lost.

The Open Space funding for the Marina area was reviewed. The anticipated grant funding would require approximately \$3 million dollars in borough funding.

Councilmember Moore agrees with the application for the required CAFRA however requested a business plan for the use of the pier. Administrator Smith reviewed the process for use of the pier once in place. The use would be offered through a concession and a bidding process would be completed and could be reviewed with similar services offered to determine possible revenue.

Upon Motion by: Councilmember Frank Dallahan
Seconded by: Councilmember Reese Moore

That the Work Session Meeting of Mayor and Council be adjourned at 5:59pm.

Vote **5 Councilmembers** **AYE**

APPROVED: December 20, 2022

 _____, Mayor

ATTEST  _____, Borough Clerk