

**MINUTES OF THE WORK SESSION OF MAYOR AND COUNCIL OF
THE BOROUGH OF STONE HARBOR HELD IN THE MUNICIPAL BUILDING
March 7, 2023**

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

ROLL CALL

Judith M. Davies-Dunhour, Mayor
Kim Stevenson, Borough Clerk
Marcus Karavan, Solicitor
Lisa Marcolongo, Ass't Administrator
Megan Brown, Deputy Clerk
Bill Blaney, Labor Counsel

PRESENT

Councilmembers
Frank Dallahan
Victor Foschini
Bunny Parzych
Robin Casper
Jennifer Gensemer
Reese Moore

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 4, 2023.

**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

Presentation 2023 Budget: Jim Craft, Chief Financial Officer

Mr. Craft provided an overview of the 2023 Budget to Mayor and Council.

March 21, 2023 – Introduce Budget
April 4, 2023 – Budget Presentation to the Public
April 18, 2023 – Public Hearing & Adoption

2023 budget has increased \$1.5 million over 2022 budget. Tax Levy has increased \$575,000 which equates to .8 cent tax rate increase from 29.4 to 30.2. Net Evaluation taxable has increased \$60 million dollars.

Salary & Wages has increased 2.72% or \$187,081.00.

Debt Service has increased \$845,433: Statutory & Pension expenses + \$215,494; Employee Group Insurance Up \$177,000; \$610,000 is BAN Principal \$421,500 is interest on the BAN. BAN Interest has increased \$259,500 over the prior year. The 2023 budget has \$900,000 that is appropriated to pay prior year capital.

Operating expenses has increased \$606,612. Jim provided a breakdown of items which resulted in the increase.

Water/Sewer Fund has increased 9.9% over the prior year of \$494,332. Salary & Wages have increased \$40,000; debt service and prior year ordinances increased \$312,262. Operating costs increased \$143,070. Utility chlorine and roof repairs are largest factors.

There were no questions or comments regarding the budget review.

A&F Committee Report – Councilmember Jennifer Gensemer

Councilmember Gensemer provided an explanation on the Community Rating System (CRS) program. Councilmember Gensemer advised that the CRS Program provides percentage discounts to property owners on flood insurance for communities that participate in this program.

There are three main factors within the CRS Program:

- Reduce and avoid flood damage to insurable properties.
- Strengthen and support the aspects of the National Flood Insurance Program (NFIP)
- Foster comprehensive floodplain management.

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At the February 7, 2023 Council meeting Ray Poudrier, CRS coordinator reported that the Borough is scheduled for a five year cycle review on September 12, 2023. The borough of Stone Harbor has been notified of a 10% increase in flood insurance increase due to the Borough Class rating falling from a Class 5 to a Class 7 effective April 1, 2023. The borough has hired a consultant, DeBlasio and Associates which includes TetraTech and Paul Dietrich who are part of the Task Force formed to increase points within the program.

Ray Poudrier presented an update on CRS: He presented the CRS Manual and explained the activities within the program. There have been several meetings held to review the CRS program and plans. Cycle visits are held every three years. To gain points back Ray has requested that a modification visit be scheduled which would allow an opportunity to improve our class rating. There is a new program – Forerunner – which will allow property owners to view their elevations certificate online.

There is a Public Information Meeting scheduled for Tuesday, March 14, 2023 which will offer residents an opportunity to review insurance requirements, CRS initiatives and the new Forerunner program. This will be a hybrid meeting available live and via ZOOM.

Engineer Marc DeBlasio advised that his office is working on additional maps and initiatives to assist with gaining points within the CRS Program. Mr. DeBlasio noted that a Floodplain Ordinance has been reviewed in the A&F Committee.

Construction Official Report – Ray Poudrier

24 DCA Permits were issued in January & February 2023. Only 2 title transfers in February – matching February 2020, pre-pandemic.

Final inspections are being completed on the Immaculate Heart of Mary retreat house and the developer's agreement on the 112th Street subdivision has been finalized. Two footing and foundations permits have been issued.

Ray presented Mayor and Council with photos of properties that have an existing fence surrounding their pool. He explained that current lot grading ordinances have created elevations to properties adjacent to properties with the pool and fence. With the lot grading elevation guideline incorporated into Borough ordinance, existing pool fences to the neighboring properties do not meet guidelines for height and will have to be replaced. The construction office is requesting an update to Chapter 560-43 to assist with enforcement. Mr. Poudrier confirmed that it would be the responsibility of the pool owner to elevate their fence to conforming height. A non-pool compliant property would have 180 days to rectify the matter. The elevated fence only applies to the side of the property the lot grading elevation has increased.

Councilmember Gensemer provided the following updates:

Grant Application for the Cape May County American Rescue Plan Act (ARPA) Infrastructure Act is scheduled for approval this evening. Once the Mayor has signed the letter requesting grant funding the application will be forwarded to the County by the March 10, 2023 deadline.

Personnel: The A&F Committee is currently reviewing job descriptions and salaries. In addition, the job description for the Borough Administrator has been reviewed and updated. An ordinance change for the Borough Administrator position will be presented for first approval at the March 21, 2023 Council meeting.

Councilmember Gensemer reviewed a Resolution that will be presented at the regular meeting to appoint an interim Borough Administrator, Manuel Parada. Councilmember Gensemer reviewed his standards since joining the Borough in July 2022. Mr. Parada will maintain his role as Public Works Director while in the position of interim Borough Administrator. Mayor and Council presented their congratulations and well wishes to Mr. Parada.

Legal Report – Marcus Karavan

Mr. Karavan noted that the Borough has been recently named in lawsuit which is essentially a zoning dispute. Mr. Karavan is currently working with Ray Poudrier to prepare an answer that will articulate the Borough's position. A confidential memo will be circulated to Mayor and Council on this matter.

Public Works Committee – Councilmember Reese Moore

Public Works Monthly Report – Manny Parada

Mr. Parada thanked Mayor and Council for his recent appointment, and he promised to give everything he has to complete both job requirements.

Beach Streets & Marina: Steps to the main dock at the marina have been repaired; parking meter “poles” have been removed; new Park Mobile App signs will be installed shortly; curbs are being painted, street sweeping as weather permits, the Emergency Authorization from the NJDEP has been received- DeBlasio and Associates is scheduled to complete the work; 88th and 101st Street pavilions are almost complete; 122nd Street improvements are being scheduled; MPAP – conditional approval has been received.

Buildings: Upgrades to the Beach Concession stands are being completed; seasonal banners have been changed out; new trash/recycling corral at Chamber of Commerce; repairs at the 82nd Street Rec have been completed; waterproofed walls in the Finance Office.

Grounds: Removed tree stumps and brush from Bird Sanctuary – Clean Shores will again participate to assist with clean up; 103rd and 104th Street Island – working close with Garden Club to plant native plants and shrubs; flower urns and baskets have been taken to the nursery.

Solid Waste: 40.8 tons of solid waste; 13 tons recycling; 5 tons of bulk; .7 tons brush; branches & limbs; 2.86 tons of leaves & grass clippings. 5 of the 8 trash trucks have been retrofitted with the tippers. New trash cans are due to be in place by May 1st. The Convenience Center will be operational mid-May and available 7 days a week 7am to 3:30pm.

Automotive: Continue to complete maintenance on borough vehicles

Stormwater: A Public meeting has been scheduled on March 22nd (in person and via zoom) regarding the pilot project to install valves from 93rd to 95th Street to assist with flood mitigation. Residents from Third Avenue to the bay, 92nd to 95th Street have been notified about this meeting.

Councilmember Moore asked for an update on the 104th Street Bridge. Mr. Parada did not have an update, however, will reach out to the county for more information.

ParkMobile APP Presentation: Manny Parada completed a presentation on the use of the ParkMobile App. Mr. Parada indicated the ease of using the APP and the capability to increase parking fees from your phone. Signage will be added to assist visitors to the community. This APP will be available for use beginning May 1st. There is still coordination between ParkMobile and the Police Department needed. Councilmember Moore suggests that there be a point person with the borough in addition to the contact through ParkMobile directly. Councilmember Gensemer suggested proper training to Chamber of Commerce employees since they will face most questions regarding parking.

Councilmember Moore presented the following Updates:

Reminder that updated trash cans are required effective May 1st. There is a flyer with general information on the requirements on the borough website. He further noted that the assistance of trash tippers will alleviate injuries to employees and reduce workmen's comp claims. About 1/3 of homeowners in the borough already have the correct size trash cans; the ordinance allows for choice in the size of the can based on their needs.

Trash Convenience Center will be opening at the beginning of May and has been relocated adjacent to the Public Works Building; open 7 days a week; requires less supervision; hoping for continued success.

Point Access Road Update: Mr. DeBlasio noted that a proposal was submitted on March 2nd. His firm will procure construction.

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If approved by resolution this evening Mr. DeBlasio will coordinate the emergency authorization process with Jim Craft so that this project can be completed expeditiously.

Councilmember Moore advised everyone that the required trash containers (mentioned prior) are available at the ACE Hardware store, Home Depot, and Lowes. ACE Hardware has offered the ability to have the required trash cans delivered if requested.

Utilities Committee – Councilmember Parzych
Engineer Report - Marc DeBlasio:

122nd Street Improvements: Contractor will be mobilizing this week.

80th-96th Street Chlorination systems: Up and running – Everything is working well, there is still the need to install a retention pipe into the well.

IBank Application Update: Mr. DeBlasio advised the council that it is likely there will be principal forgiveness, with grant funding available. Mr. DeBlasio will continue working diligently to ensure that a project will be ready for application by the end of June. Councilmember Parzych reiterated the importance of coordination with contractors for both water and sewer improvements to ensure award of bids by end of June.

Manny Parada explained the situation with the sewer pipe from 94th to 99th Street on Third Avenue. Reconstruction of this section of sewer main will be difficult due to the location. Alternative options would be to repair using trenchless techniques. In order to consider this process it will require the borough to know what condition this sewer pipe is currently in. Mr. DeBlasio is assisting in the process of having the sewer line videotaped. Mr. Parada noted that if it is determined that the sewer pipe needs to be replaced it would cost approximately \$750,000.

Council member Parzych noted that there is a resolution on the regular agenda to approve the work needed to videotape at a cost of \$57,000. Mr. Parada advised that the jet truck will clean the sewer pipe prior to videotaping.

Water Diversion Update:

January 2023 – 1.1 million gallons less than in January 2022

Councilmember Parzych noted a correction to the requirements in the area between the curb and sidewalk. She wanted everyone to know that you can place drip irrigation in the curb area just not sprinkler heads.

Discussion:

96th Street Intersection Improvements: Councilmember Dallahan advised councilmembers that the Public Safety committee is recommending that the “Scramble” option be implemented at this intersection. Councilmember Dallahan understands that this recommendation will create delays in traffic, however feels pedestrian safety is most important. No other members of council had any comments and agree this option can be reviewed if necessary.

Borough Administrator Job Description: Councilmember Moore advised that all council members have reviewed the changes and approve of the changes suggested. The changes presented need to be updated within the Borough Code. An Ordinance Update will be presented for introduction at the March 21, 2023, Council meeting.

Municipal Public Access Plan Update – Doug Gaffney, Coastal Engineer – Mr. Gaffney advised that the MPAP has been signed and as soon as the Borough receives the signed plan back from the State it will then need to be recorded with the Cape May County Clerk and included in the Stone Harbor Master Plan.

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General Permit#2 – Contingent on the MPAP. The GP2 Permit application has been filed online and as soon as the payment for the permit application is received the 90-day review period begins. Mr. Gaffney is hopeful to have the GP2 permit in hand prior to Memorial Day.

Emergency Authorization for Repair to Access Road at Stone Harbor Point: DeBlasio and Associates will be handling the bid process for repair. This Emergency Authorization allows for 30 days from issuance of permit to start the repair and another 30 days to complete.

Individual Permit & The Feasibility Study: Mr. Gaffney noted a meeting with the Army Corp of Engineers and the NJDEP, reviewed numerical model in great detail. The expectations from this meeting were to determine the agency's stance on the modifications to the 127th Street groin. Based on the discussion within this meeting recommendations will be implemented into the Individual Permit application. The goal is to submit the Individual Permit application by the end of March 2023. There is no timeframe for determination for this permit.

Mayor Davies-Dunhour noted the exemption for the lifeguard stands and the concession stands on the beachfront within the Jurisdictional Determination which was filed in 2012. This Jurisdictional Determination was filed in 2012 under the guise that the concession stands were temporary and seasonal and exempt from CAFRA permit guidelines. No digging or excavation and no anchoring to the ground allows their placement.

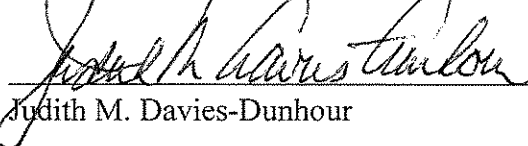
No Further Discussion

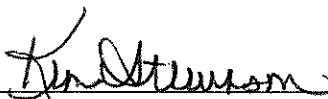
Upon Motion by: Councilmember Frank Dallahan
Seconded by: Councilmember Victor Foschini

That the Work Session Meeting of Mayor and Council be adjourned at 6:08p.m.

Vote 6 Councilmembers AYE

APPROVED: March 21, 2023

 _____, Mayor
Judith M. Davies-Dunhour

ATTEST  _____, Borough Clerk
Kim Stevenson