

**Borough of Stone Harbor**  
**REGULAR MEETING AGENDA**  
**Tuesday February 20, 2024**  
**Borough Hall, 9508 Second Avenue, Stone Harbor**

**Call to Order:** Immediately Following Work Session

**Roll Call:** Councilmember Dallahan, Councilmember Foschini, Councilmember Parzych, Councilmember Casper, Councilmember Gensemer, Councilmember Carney

**Statement of Public Notice:** 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, 2024.

**Salute the Flag**

**Communications:**

**Public Comment**

**NEW BUSINESS**

**Resolutions**

<b>Resolution 2024-S-50</b>	Resolution Appointing SLEO Class II Officers
<b>Resolution 2024-S-51</b>	Resolution Appointing SLEO Class I Officers
<b>Resolution 2024-S-52</b>	Resolution Authorizing Grant Application with the New Jersey Department of Community Affairs
<b>Resolution 2024-S-53</b>	Resolution Authorizing Award of Contracts for Stone Harbor Recreation for the Summer of 2024
<b>Resolution 2024-S-54</b>	Resolution Authorizing Schedule and Fees for the Stone Harbor Farmers Market
<b>Resolution 2024-S-55</b>	Resolution for Special Event Application Changes and Fees

**Motion** – To approve the Stone Harbor Chamber of Commerce Shiver Special Event Application.

**Motion-** To approve the Bill List & authorize the CFO to pay the bills when the funds are available, and the vouchers are properly endorsed.

<b>Resolution 2024-S-56</b>	A Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N. J.S.A. 10:4-12- <b>Matters Relating to the Employment Relationship</b>
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**Discussion:**

**Public Comment**

**Adjournment**

**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

2024-S-50

**RESOLUTION APPOINTING CLASS II SPECIAL LAW ENFORCEMENT  
OFFICERS SEASONAL 2024**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Stone Harbor in the County of Cape May and State of New Jersey that the following be appointed as Special Law Enforcement Officers (SLEO), Class II, with the Stone Harbor Police Department effective April 26, 2024 through September 30, 2024.

Jacob Brick  
Andrew Clever  
Aaron Johnson  
Oscar Sanchez

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Regular Meeting held on February 20<sup>th</sup>, 2024, with the voting record as indicated below.

	<u>MOTION</u>	<u>SECOND</u>	<u>AYE</u>	<u>NAY</u>	<u>RECUSE</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Dallahan							
Councilmember Foschini							
Councilmember Parzych							
Councilmember Casper							
Councilmember Gensemer							
Councilmember Carney							

Attest:

\_\_\_\_\_  
Borough Clerk

\_\_\_\_\_  
Mayor

**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

2024-S-51

**RESOLUTION APPOINTING CLASS I SPECIAL LAW ENFORCEMENT  
OFFICERS SEASONAL 2024**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Stone Harbor in the County of Cape May and State of New Jersey that the following be appointed as Special Law Enforcement Officers (SLEO), Class I, with the Stone Harbor Police Department effective April 26, 2024 through September 30, 2024.

Madison Albright  
Paul Sena

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Regular Meeting held on February 20<sup>th</sup>, 2024, with the voting record as indicated below.

	<u>MOTION</u>	<u>SECOND</u>	<u>AYE</u>	<u>NAY</u>	<u>RECUSE</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Dallahan							
Councilmember Foschini							
Councilmember Parzych							
Councilmember Casper							
Councilmember Gensemer							
Councilmember Carney							

Attest:

\_\_\_\_\_  
Borough Clerk

\_\_\_\_\_  
Mayor

**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

2024-S-52

**RESOLUTION AUTHORIZING GRANT APPLICATION WITH THE NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS**

**WHEREAS**, the Borough of Stone Harbor desires to apply for and obtain a grant from the New Jersey Department of Community Affairs in the amount of \$100,000.00 which will assist with funding of the 82<sup>nd</sup> Street playground improvements.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of Stone Harbor does hereby authorize the application for such grant; and

**BE IT FURTHER RESOLVED** that the Borough of Stone Harbor recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Stone Harbor and the New Jersey Department of Community Affairs.

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Regular Meeting held on February 20<sup>th</sup>, 2024, with the voting record as indicated below.

	<u>MOTION</u>	<u>SECOND</u>	<u>AYE</u>	<u>NAY</u>	<u>RECUSE</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Dallahan							
Councilmember Foschini							
Councilmember Parzych							
Councilmember Casper							
Councilmember Gensemer							
Councilmember Carney							

Attest:

\_\_\_\_\_  
Borough Clerk

\_\_\_\_\_  
Mayor

**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

2024-S-53

**RESOLUTION AUTHORIZING AWARD OF CONTRACTS  
FOR STONE HARBOR RECREATION FOR THE SUMMER OF 2024**

**WHEREAS**, the Borough of Stone Harbor, in an effort to expand recreational opportunities for residents and visitors, has pursued the provision within Competitive Contracting (Local Public Contracts Law: 40A:11-1 et seq) allowing for certain “sport and activity camps”; and

**WHEREAS**, The Recreation Director has properly advertised for the acceptance of proposals for such programming and has made recommendation for the following sport and activity camps to be offered through the Stone Harbor Recreation Center for the summer of 2024; and

**WHEREAS**, agreements have been reviewed by the Qualified Purchasing Agent for the Borough who has confirmed that such services are acceptable and do not fall under typical specification procedure and are therefore exempt from public bidding; and

**WHEREAS**, the contracts for the following program are on file with the Borough Clerk.

**Returning Multi-Year Contract Holders**

Boot Camp (year 4 of 5)  
Stone Harbor Surf Camp (year 4 of 5)  
Shore Sports Camp (year 4 of 5)  
Shore Shot (year 4 of 5)  
Steel Soccer (year 3 of 3)  
Pure Pony Beach Yoga (year 3 of 3)

**2024 Awarded Camp Contracts**

New Logic Marine Science Camp  
Casiello Basketball  
Chess Camp  
Recess  
Steel Soccer  
Go 2 Goal Girls Lacrosse Academy  
Stone Harbor Volleyball  
Power House Field Hockey

**2024 Awarded Summer Long Contracts**

Seven Mile Tennis Academy  
Craft Chef Academy- Drop N’ Chop  
Universal Rackets- Pickleball  
Swell Session  
Speed School Stone Harbor  
7 Mile Island Players

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey, duly assembled in public session this 20<sup>th</sup> of February, 2024, authorize acceptance of the recommendation presented and that the Mayor and Borough Clerk are hereby authorized and directed to execute the aforementioned contracts on behalf of the Borough.

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Regular Meeting held on February 20<sup>th</sup>, 2024, with the voting record as indicated below.

	<u>MOTION</u>	<u>SECOND</u>	<u>AYE</u>	<u>NAY</u>	<u>RECUSE</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Dallahan							
Councilmember Foschini							
Councilmember Parzych							
Councilmember Casper							
Councilmember Gensemer							
Councilmember Carney							

Attest:

\_\_\_\_\_  
Borough Clerk

\_\_\_\_\_  
Mayor

**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

2024-S-54

**RESOLUTION AUTHORIZING SCHEDULE AND FEES FOR THE  
STONE HARBOR FARMERS MARKET**

**WHEREAS**, the Borough of Stone Harbor will hold a weekly “Farmer’s Market” on Sundays beginning May 26, 2024 through September 1, 2024; and

**WHEREAS**, the Farmers Market is in the interests of the citizens of the Borough of Stone Harbor inasmuch as it will generate some revenue and it will provide convenient access to certain goods that are not readily accessible to Borough residents and visitors; and

**WHEREAS**, all vendors must complete the Stone Harbor Farmers Market Application, read Farmer’s Market Rules & Regulations and return completed form and payment check along with photocopies of appropriate permits, insurance certificates and licenses to the Borough before they will be allowed to participate in the Farmers Market.

**WHEREAS**, it has been recommended that the fee for the Farmers Market be set at \$575.00 per space for the season and that a pro-rated “Pop-up” Vendor fee be set at \$50.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Stone Harbor, in the County of Cape May and State of New Jersey, duly assembled in public session this 20<sup>th</sup> day of February, 2024 that this Resolution is hereby approved.

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Regular Meeting held on February 20<sup>th</sup>, 2024, with the voting record as indicated below.

	<u>MOTION</u>	<u>SECOND</u>	<u>AYE</u>	<u>NAY</u>	<u>RECUSE</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Dallahan							
Councilmember Foschini							
Councilmember Parzych							
Councilmember Casper							
Councilmember Gensemer							
Councilmember Carney							

Attest:

\_\_\_\_\_  
Borough Clerk

\_\_\_\_\_  
Mayor

**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

2024-S-55

**RESOLUTION AUTHORIZING AN UPDATE OF THE SPECIAL EVENTS  
APPLICATION FOR 2024**

**WHEREAS**, pursuant to Chapter 275 of the Revised General Ordinances of 2005 of the Borough of Stone Harbor, Section 275.2, a permit is required to conduct any special event within the Borough; and

**WHEREAS**, the Tourism Director is recommending the following changes to the 2024 Special Event Application incorporated in the application attached.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey, duly assembled in public session this 20<sup>th</sup> day of February, 2024 as follows:

1. That the preamble of this Resolution is hereby incorporated by reference as if set forth here at length; and
2. That the attached Special Events Application for 2024 be approved.

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Regular Meeting held on February 20<sup>th</sup>, 2024, with the voting record as indicated below.

	<u>MOTION</u>	<u>SECOND</u>	<u>AYE</u>	<u>NAY</u>	<u>RECUSE</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Dallahan							
Councilmember Foschini							
Councilmember Parzych							
Councilmember Casper							
Councilmember Gensemer							
Councilmember Carney							

Attest:

\_\_\_\_\_  
Borough Clerk

\_\_\_\_\_  
Mayor



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



## Borough of Stone Harbor 2024 Special Event Application

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

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Type of Event: ☐ Festival ☐ 1K / 5K / Athletic / Bike Race / Marathon ☐ Other \_\_\_\_\_

The Borough of Stone Harbor requires all organizations, corporations, and/or individuals planning to stage an event to file an official application with the Borough Clerk's Office. No Person shall conduct a special event on public lands owned or leased by the Borough of Stone Harbor unless authorized to do so by the Borough of Stone Harbor Municipal Code: Chapter 275. A non-refundable application review fee shall be paid to the Borough Clerk when the application is filed. There shall be a fee charged to each organization operating a special event. A contract will then be executed stating the terms and conditions which both parties will adhere to. Sanction of the event is contingent upon approval from the Borough and its officials. Special events sponsored solely by the Borough of Stone Harbor are exempt from the payment of the fee for special event permit. Such special events shall be governed by applicable Borough policies. Borough Council retains the discretion to waive any provision of this chapter where deemed appropriate in the sole discretion of the Borough Council.

Note: Special Event Applications may only be submitted by person(s) or entities acting on behalf of a not-for-profit or other such charitable organization and the reason for which said permit is sought is in fulfillment of said person(s) and/or entity's purpose. (Stone Harbor Municipal Code: Chapter 275-2)

### APPLICANT INFORMATION

1) Name of Organization: \_\_\_\_\_

2) Address of Organization: \_\_\_\_\_

3) Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Email: \_\_\_\_\_

5) Is your organization not-for-profit? \_\_\_\_\_ Tax ID # \_\_\_\_\_

6) Is your organization a NJ Registered Charitable Organization? \_\_\_\_\_ # \_\_\_\_\_

## FEES

### APPLICATION REVIEW FEES

- ☐ \$50 if filed prior to 90 Days of event
- ☐ \$100 if filed prior to 60 Days of event
- ☐ \$200 if filed prior to 30 Days of event

Organization is responsible for the non-refundable application review fee. If organization paid the non-refundable deposit with a *Letter of Commitment*, it will be reflected in the event contract following Borough Council approval. Additional event and public land fees may apply. You will be notified of any applicable fees following the review of your application.

### 2024 EVENT FEES

#### IN SEASON:

**MAY 24, 2024 THROUGH SEPTEMBER 2, 2024**

5k: ( <i>Beach Runs Only</i> ).....	\$300 (0-250 Participants)	10k or Triathlons .....	\$1,000
	\$500 (250-500 Participants) (0-500 Participants)		\$1,800
	\$1,000 (500 Participants or More)		

Event Fees..... \$500 Per Day (Under 1000 Participants)  
\$1,000 Per Day (1,000 Participants and over)

Use of 80th St. Fields for Sports Event or Festival ..... \$1,000 per day (first two days), \$500 per each additional day

Use of Recreation Support Building (82<sup>nd</sup> & Second Avenue).....\$600, *plus a refundable security deposit of \$250*

Stone Harbor Men's Softball League.....\$500 per season

#### OFF SEASON:

**JANUARY 1, 2024 THROUGH MAY 23, 2024 and September 3, 2024 through December 31, 2024**

5k: ( <i>Designated Route Only</i> ).....	\$150 (0-250 Participants)	10k or Triathlons .....	\$500
	\$250 (250-500 Participants) (0-500 Participants)		
	\$500 (500 Participants or More)		

Event Fees..... \$250 Per Day (Under 1,000 Participants) / \$500 Per Day (1,000 Participants and Over)

~~Seasonal use of facilities by Local Schools .....~~~~\$1500 per season per sport (No Application Review Fee)~~

Use of 80th St. Fields for Sports Event or Festival...~~\$250 per day~~ **\$500 per day (first two days), \$250 each additional day**

Use of Recreation Support Building (82<sup>nd</sup> & Second Avenue)... ~~\$300, plus a refundable security deposit of \$250~~

#### **NOTICE TO USERS STONE HARBOR'S 80<sup>TH</sup> STREET RECREATION FIELDS:**

Please be aware that Stone Harbor's 80<sup>th</sup> Street Recreation Fields are the Borough's designated emergency landing area. If an emergency occurs that requires the use of the field for an emergency landing of a medevac helicopter, you will be required to clear the field for that purpose immediately upon request.



## CERTIFICATE OF INSURANCE – INSURANCE REQUIREMENTS:

Events are required to provide the Borough of Stone Harbor with a Certificate of Insurance **Certificate of Liability Insurance** indicating the continuation of insurance coverage and designating the Borough of Stone Harbor as an "Additional Insured." A copy of the Additional Insured Endorsement page(s) must be provided with the certificate. The policy must be current and not expire before or on the dates of the event.

The Hold Harmless Agreement on the following page must also be signed and submitted with the application. This is in addition to insurance requirements. The Borough reserves the right to request full certified copies of all insurance policies, including endorsements affecting the coverage.

### REQUIREMENTS

#### I. LOW HAZARD *Indoor/outdoor meetings, picnics & social gatherings (no alcohol)*

- A. Commercial General Liability \$500,000 **\$1,000,000**
  - a. ~~\* If a private and/or non-profit group is sponsoring the event, a \$1,000,000 policy will suffice or evidence of a homeowners insurance policy.~~ **Individuals may provide evidence of comprehensive personal liability coverage.**
- B. Municipality to be named as "Additional Insured"
- C. Workers Compensation Statutory

#### II. MODERATE HAZARD *Dances, animal shows, parades, rallies, family concerts*

- A. Commercial General Liability \$ 1,000,000
  - a. **Liability coverage must provide coverage for bodily injury to event participants and spectators.**
- B. Automobile Liability \$ 1,000,000, if applicable
- C. Workers Compensation Statutory
- D. Municipality to be named as "Additional Insured"

#### III. HIGH HAZARD *Team sporting events, **festivals**, circuses, and carnivals with rides*

- A. Commercial General Liability \$ 1,000,000
  - a. **Liability coverage must provide coverage for bodily injury to event participants and spectators.**
- B. Automobile Liability \$ 1,000,000, if applicable
- C. Workers Compensation Statutory
- D. Municipality to be named as "Additional Insured"
- E. **Liquor Liability Coverage is required for events where alcohol is present.**
- F. **Any services subcontracted by the applicant (caterers, bands, etc.) are subject to these insurance requirements and must sign their own use of facilities and hold harmless agreements.**

#### IV. SPECIAL HAZARDS *Rock concerts, professional sports, rodeos, vehicle races, fireworks, crowds of over 25,000 and all functions where alcohol is served.*

Due to variable factors such as crowd size, potential hazards, availability and cost of insurance coverage, the Borough of Stone Harbor must consult with our municipal attorney. Please complete the application for consideration.

### WORKERS COMPENSATION REQUIRED

**Applicants who believe that they are exempt are required to sign a certification (found on page 5) which must be signed by all officers and directors of a corporation, the managing director and other directors and all principals of an LLC; and the sole proprietor.**

**NEW PAGE**



**STONE  
HARBOR**  
NEW JERSEY

**HOLD HARMLESS AGREEMENT**

(to be signed by Organizations using municipal facilities for special events)

**BETWEEN THE BOROUGH OF STONE HARBOR**

**AND**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address of the Organization (Not Post Office Box)

\_\_\_\_\_  
Telephone Number of the Organization

\_\_\_\_\_  
Type of Organization (Individual, Partnership, Non-Profit Corp., Corporation, Public Entity)

In consideration of the use of \_\_\_\_\_

on the following dates \_\_\_\_\_

for the purpose of \_\_\_\_\_

the undersigned agrees to defend, indemnify and hold the Borough of Stone Harbor and its officers, agents, officials and employees (collectively the "Borough") harmless from any and all liability, suits, actions, claims, costs, expense, damages and/or attorney's fees arising out of the special event referred to above.

I understand that this Hold Harmless Agreement also requires that the Borough be indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the special event herein referred to.

Unless waived in writing by the Borough, I agree to furnish a Certificate of Insurance specifically naming the Borough of Stone Harbor as additional insured providing general liability coverage including bodily injury and property damage with minimum limits of liability not less than \$1,000,000.

In order to induce the Borough to accept this hold harmless agreement, the following information concerning the intended use of premises is furnished.

- a. Alcoholic beverages (will) or (will not) be served \_\_\_\_\_.
- b. Total number of persons anticipated \_\_\_\_\_.

- c. Live entertainment (will) or (will not) be provided \_\_\_\_\_.
- d. Other \_\_\_\_\_.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the special event indicated.

This Agreement shall be binding upon the respective heirs, executors, administrators, and successors of the parties hereto.

The rights and obligations of the parties hereto will continue until the earlier of: (1) so long as the Borough is or will be subject to any possible claim or threatened, pending or completed action, suit or proceeding, whether civil, arbitrational, administrative or investigative, that results from, or arises out of, the special event referred to above; or (2) the termination of this Agreement in writing signed by both the Borough and the undersigned.

This Agreement may only be amended by a written document signed by both the Borough and the undersigned.

The municipality reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the binding act in deed of

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Print Authorized Name & Title



**NEW PAGE** CERTIFICATION OF UNINCORPORATED NON-PROFIT ORGANIZATION

\_\_\_\_\_ hereby certifies as follows:  
(Name)

1. I am a Principal Officer of \_\_\_\_\_  
(name of organization)  
which is organized under the laws of the State of \_\_\_\_\_ and is an unincorporated, non-profit organization which is organized for civic and fraternal purposes and supportive of local charitable, recreational, educational, beautification, environmental and aesthetic goals for the enjoyment and betterment of our individual members and community.
2. The names and addresses of all officers and their terms of office are attached hereto on a separate paper and each has signed this certification.
3. This organization does not carry workers' compensation insurance because it has no employees who perform services for the Organization for prior, current or anticipated financial consideration\* as that term is defined below.
4. The undersigned hereby certify that the foregoing statements are true. The undersigned are aware that if any of the statements contained herein are willfully false that I/WE are subject to punishment.

DATED: \_\_\_\_\_

Print Name and Title:

Signature:

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\*Financial consideration means any remuneration for services and includes cash or other remuneration in lieu of cash such as products, services, shares of or options to buy corporate stock, meals or lodging, etc.

## 1K / 5K / ATHLETIC EVENT / BIKE RACE / TRIATHLON / MARATHON

- 1) Name of Race: \_\_\_\_\_
- 2) Location of Event: \_\_\_\_\_
- 3) Setup Time: \_\_\_\_\_ am / pm Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm
- 4) Purpose of Event: \_\_\_\_\_
- 5) Beneficiary: \_\_\_\_\_
- 6) Race Distance: \_\_\_\_\_ Number of Participants Expected: \_\_\_\_\_ Fee Charged: \$ \_\_\_\_\_
- 7) Do participants complete a registration form (**Please include a registration form with application**): ☐ Yes ☐ No
- 8) Proposed Route (include turn-by-turn directions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 9) Location(s) of barricades, street closings or signage (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 10) Location(s) of water stations (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 11) Location(s) and size/type of tent(s) (eg) first aid, registration, etc - identify on site-plan):

*Special Note: Client must provide/rent required tents, tables, chairs, PA system, ice or generators needed to execute the event. All 501c 3 organizations requesting use of any Borough amenities listed above, must do so in writing on this application.*

- 12) Location(s) and number of trash receptacles and recycling cans requested (identify on site-plan):

Trash: \_\_\_\_\_ Recycling: \_\_\_\_\_

- 13) Location(s) of Borough electrical services (identify on site-plan): *Special Note: If existing Borough electrical outlets are not sufficient for your event, client must provide their own source of power. Use of generators or compressors must be approved by the Fire Official.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 14) Location(s) of Portable Toilet(s) (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: Applicant must contract a company to setup and remove restrooms. An appropriate number of these toilets should be **handicap accessible**. Number of restrooms should double if expecting 50% of females.

**PLEASE CONTINUE TO PAGE 8 TO COMPLETE APPLICABLE ITEMS BEFORE COMPLETING PUBLIC SAFETY PORTION**

## FESTIVAL & OTHER SPECIAL EVENTS

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- 1) Name of Event: \_\_\_\_\_
- 2) Address of Event: \_\_\_\_\_
- 3) Setup Time: \_\_\_\_\_ am / pm Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm
- 4) Purpose of Event: \_\_\_\_\_
- 5) Beneficiary: \_\_\_\_\_
- 6) Number of Attendees Expected: \_\_\_\_\_ Entrance Fee Charged: \$ \_\_\_\_\_
- 7) Location(s) of barricades, street closings or signage (identify on site-plan): \_\_\_\_\_
- 8) Number of Non-Food Vendor Spaces: \_\_\_\_\_ Number of Food Vendor Spaces: \_\_\_\_\_  
*Attach a list of Vendors and Contact Numbers – fully updated list must be turned in two weeks prior to event.*  
All Vendors must cover storm drains with felt or other approved material. No dumping of any water is permitted in the storm drain.  
This is a direct violation of the Department of Environmental Protection.

All vendors are required to comply with Stone Harbor Ordinance 1524 and Ordinance 1536 which pertain to environmentally acceptable packaging and product. Single-use plastic is not permitted and violators of this ordinance are subject to the applicable fines.

### 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 \$54.00. Applications for a permit are on file in the Borough Clerk's Office or online at [www.SHNJ.org](http://www.SHNJ.org)

#### Permit #:

Application for a permit required by this code shall be made to the fire official in such form and detail as the fire official shall prescribe. Applications for permits shall be accompanied by plans or drawings as required by the fire official for evaluation of the application.

### 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.

- 9) Location(s) and size/type of tent(s) (eg) first aid, registration, etc - identify on site-plan):  
*Special Note: Client must provide/rent required tents, tables, chairs, PA system, ice or generators needed to execute the event.*  
*Any organizations requesting use of Borough amenities requesting any items listed above, must do so in writing on this application.*  
*Additional fees may apply.*
- 10) Type of Entertainment /Location of Stages or Performance Areas (identify on site plan)  
*(Attach copy of program schedule (may submit draft version); final version must be turned in two weeks prior to event)*
- 11) Location(s) of Borough electrical services (identify on site-plan): *Special Note: If existing Borough electrical outlets are not sufficient for your event, client must provide their own source of power. Use of generators or compressors must be approved by the Fire Official.*
- 12) Location(s) of Portable Toilet(s) (identify on site-plan):



13) PLEASE NOTE: Applicant must contract a company to set up and remove restrooms. An appropriate number of these toilets should be **handicap accessible**. Number of restrooms should double if expecting 50% of females.

14) Compliance with Stone Harbor's Ordinance 1524 and Ordinance 1536 pertaining to environmentally acceptable packaging and product is required by all Event Organizations, Promoters and Vendors. See copy of attached ordinance.

## **PUBLIC SAFETY: FIRE & POLICE**

1) Do you anticipate the need for Fire Department / EMS staff to support your event? ☐Yes ☐No

If yes, for what purpose? \_\_\_\_\_

2) Are you requesting permission to use a generator or compressor during your event? ☐Yes ☐No

If yes, please describe in detail, including dates and times for proper approval: \_\_\_\_\_

3) Will there be a bonfire, open flame, lighting, extinguishing, or burning of any material? ☐Yes ☐No

If yes, please describe in detail: \_\_\_\_\_

4) Do you anticipate the need for Police assistance to support your event? ☐Yes ☐No

If yes, for what purpose? \_\_\_\_\_

5) Will you request road closures? ☐Yes ☐No

If yes, please describe in detail (days, times, and locations): \_\_\_\_\_

6) Will you request "no parking" signage? ☐Yes ☐No

If yes, please describe in detail (days, times, and locations): \_\_\_\_\_

7) Will the event require the site to remain in place overnight, or will the site be broken down each night (partially or completely)?

Explain: \_\_\_\_\_

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

9) Miscellaneous needs from Public Works, Fire or Police?

CANCELLATION POLICY

The Special Event is a rain or shine event. If weather, major disaster, or other circumstances beyond the control of the Borough of Stone Harbor cause the cancellation of the event, event fees will not be returned. The Borough of Stone Harbor cannot be held liable by applicants for the failure of the event to take place. Cancellations at least 30 days prior to the event date, must be in writing and submitted by mail or email to the respective Borough coordinator. Refunds will not be awarded for cancellations within 30 days.

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR EXECUTED APPLICATION.  
PLEASE INITIAL BELOW, INDICATING THAT THE APPLICATION INCLUDES THE ITEMIZED DOCUMENTS.  
AN APPLICATION SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.

Item	Initials
Executed Application	
Proof of Liability Insurance	
Executed Hold Harmless Agreement (provided)	
Site Plan / Timeline / Vendor info	
Non-refundable Application Review Fee	

**FOR OFFICIAL USE ONLY**

**PUBLIC WORKS DIRECTOR**

Comments:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Projected Departmental Costs for this event: \_\_\_\_\_

**SAFETY OFFICER**

Comments

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CHIEF OF POLICE**

Comments

Signature \_\_\_\_\_

Date \_\_\_\_\_

Projected Departmental Costs for this event: \_\_\_\_\_

**FIRE OFFICIAL**

Comments

Signature \_\_\_\_\_

Date \_\_\_\_\_

Projected Departmental Costs for this event: \_\_\_\_\_

**BOROUGH ADMINISTRATOR REVIEW**

Comments

Signature \_\_\_\_\_

Date \_\_\_\_\_

**BEACH, RECREATION, TOURISM COMMITTEE CHAIR**

Comments

Signature \_\_\_\_\_

Date \_\_\_\_\_

# **BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

## **RESOLUTION**

**2024-S-56**

### **A RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12**

**WHEREAS**, the Borough Council of the Borough of Stone Harbor is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by resolution, and

**WHEREAS**, it is necessary for the Borough Council of the Borough to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- \_\_\_\_\_ (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or state statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- \_\_\_\_\_ (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- \_\_\_\_\_ (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information, relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- \_\_\_\_\_ (4) Matters Relating to Collective Bargaining Agreement: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- \_\_\_\_\_ (5) Matters Relating to the Purchase, Leas or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or

acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

\_\_\_\_\_ (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.

\_\_\_\_\_ (7) Matters Relating to Litigation, Negotiations and the Attorney- Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

\_\_\_X\_\_\_ (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance or promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

\_\_\_\_\_ (9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

**NOW, THEREFORE, BE IT RESOLVED,** by the Borough Council of the Borough of Stone Harbor, assembled in public session on February 20, 2024, that an executive session closed to the public shall be held on this date for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon determination of the Borough Council that the public interest will no longer be served by such confidentiality.

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Regular Meeting held on February 20<sup>th</sup>, 2024, with the voting record as indicated below.

	<u>MOTION</u>	<u>SECOND</u>	<u>AYE</u>	<u>NAY</u>	<u>RECUSE</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Dallahan							
Councilmember Foschini							
Councilmember Parzych							
Councilmember Casper							
Councilmember Gensemer							
Councilmember Carney							

\_\_\_\_\_  
Attest: Emily Dillon Clerk

\_\_\_\_\_  
Mayor Judith Davies-Dunhour