

**MINUTES OF THE WORK SESSION OF MAYOR AND COUNCIL
OF THE BOROUGH OF STONE HARBOR HELD IN THE
MUNICIPAL BUILDING
February 6, 2024**

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

ROLL CALL

Judith M. Davies-Dunhour, Mayor
Emily Dillon, Borough Clerk

Manny Parada, Borough Administrator

PRESENT

Councilmembers
Frank Dallahan
Victor Foschini
Bunny Parzych
Robin Casper
Jennifer Gensemer
Tim Carney

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, 2024.

**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 Committee – Councilmember Gensemer

- CRS Update- Ray Poudrier, CRS Coordinator

Mr. Poudrier states the Construction office with assistance from Borough employees was able to obtain a Class 5 CRS rating and has requested a modification visit from FEMA to possibly obtain an improved rating.

- Construction Official Report- Ray Poudrier

Mr. Poudrier details the permits issued throughout the month of January 2024, the full report is on file in the Clerk's office.

- Borough Administrator Report- Manny Parada

Mr. Parada states the COAH housing project is currently under design for renovation. Mr. Parada states he is closely monitoring the wind farm situation and will provide updates as the projects progress. Mr. Parada comments on the Local Road Safety Plan and states the four counties are collaborating to consolidate a plan and anticipates having more to report in April. Mr. Parada states there is a motion on the Regular Agenda approving an RFP for a Professional Planner and thanks Councilmember Parzych for her efforts in composing it, and states there will be a deadline of March 12th for proposals and anticipated award date of March 19th. Mr. Parada references the parking presentation he gave at the January 16th meeting and has composed a follow-up recommendation for Council to discuss tonight. Mr. Parada states he is evaluating the random drug testing policies currently in place and is considering better options to benefit the borough. Mr. Parada mentions the NJDEP requires additional mandatory stormwater training that he will be attending.

- Borough Engineer Report- Marc DeBlasio

Mr. DeBlasio states the design for the reconstruction of 96th Street project is complete and there is a motion to advertise to bid for the project on the regular meeting agenda with a bid opening scheduled for February 28th. Mr. DeBlasio details what this phase of the project entails and states the deadline for the project completion is anticipated to be May 1st. Mr. DeBlasio states the interior and exterior survey for 10206 Third Avenue (COAH House) is complete and is currently working on a proposal to raise the foundation and design the realignment of the entrance ways and platforms. Mr. DeBlasio states once the proposal is complete, he will present to Council to motion to advertise for bid. Mr. DeBlasio mentions the pre-application submission to the Cape May County Open Space Program for the 96th Recreation improvements is intended to be submitted February 9th for the County to review. Councilmember Foschini questions if the Borough is receiving any FEMA funds towards the raising of the COAH house and Mr. Parada comments he will research with FEMA if funds are available. Councilmember Carney questions the process of COAH Housing and requests an accounting breakdown of funds spent and estimated future costs. Mr. Parada states he will

provide Mr. Carney with the financial presentation he presented at a previous meeting for review.

- CFO Report- Jim Craft

Mr. Craft comments on the 2024 budget and states at the next meeting he will present a draft summary which will include an estimate of the tax levy and rate with a year-by-year comparison. Mr. Craft mentions the borough remains compliant with state regulations as the budget deadline has been extended to a deadline of introduction to March 29th and adoption by April 30th. Mr. Craft states the Tax Office has completed a software conversion allowing taxpayers to now pay their taxes online and notes there is a user fee of \$1.95 for ACH or e-check and 2.95% for credit payments.

- Human Resources

Councilmember Gensemer states the A&F Committee is collaborating with the human resources consultant to create job descriptions for the CFO position and an IT consultant as well as researching organizational structure and other employee job descriptions.

Public Works Committee – Councilmember Parzych

Mr. Parada states the new park mobile signs have been installed throughout the town and the beaches and streets department are continuing to maintain the trash pick-up along the beaches and crossovers. Mr. Parada mentions he has initiated conversations with the NJDEP regarding the crossover at 112th Street in an attempt to modify it to a safer design. Mr. Parada comments the buildings department has installed new caps on the wifi antennas at Borough Hall and comments on the beach cameras at the beach patrol building stating there is a software issue that they are working to resolve. Mr. Parada states the grounds department worked along with Clean Shores to clean up excessive debris in the bird sanctuary and looks forward to positive summer season. Mr. Parada notes the solid waste tonnage statistics have returned to a normal range following the increase after the summer season.

Utilities Committee – Councilmember Casper

Mr. DeBlasio details the work completed by the contractor for the I-Bank project and an estimated timeline for completion. Mr. DeBlasio states the contractor working on the 114th Pump Station is near completion of the project. Mr. Parada comments on the facilities inspection performed by the NJDEP regarding the borough's water infrastructure and found no issues and also details the borough's year end allocation numbers compared to past years. Councilmember Casper states the Tax Department will be providing Council quarterly reports to review. Ms. Casper states she is proud to be the Chair of the Go Green Committee and provides a report on the amount of plastic bottles that end up in land fills. Ms. Casper announces Terri Fischer is the new president of the Stone Harbor museum and states the museum is busy preparing for the 2024 season.

Discussion:

- Grant application with the New Jersey Department of Community Affairs

Shannon MacPherson states the NJ Department of Community Affairs is offering the local recreations improvement grant and she intends to prepare the grant application for the 82nd Street playground and to have a resolution at the next meeting for Council's approval to submit the grant. C

- Mayor's Wellness Program- Employee Chili Cookoff

Ms. MacPherson states the Mayor's Wellness Program is well underway and encourages employees to participate in the chili cookoff on March 15th and is currently finalizing the prizes for the event.

- Parking Options in Stone Harbor

Councilmember Dallahan begins the discussion stating he votes for free parking in the Borough of Stone Harbor. Council enters an in depth discussion weighing the pros and cons of the park mobile app and are in agreement the cost of implementing kiosks throughout the town is too costly to provide any benefit to the town. Mayor and Council reach a consensus to keep parking as is and revisit in a year to evaluate if changes need to be made. Councilmember Gensemer

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states the A&F committee will be discussing the rates and fees and will present the decision to Council at an upcoming meeting.

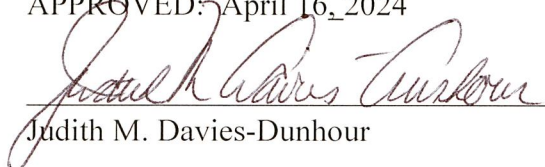
Motion to adjourn.

Motion: Dallahan **Second:** Parzych

Dallahan: Yes **Foschini:** Yes **Parzych:** Yes **Casper:** Yes **Gensemer:** Yes **Carney:** Yes

The Work Session Meeting of Mayor and Council adjourned at 5:41PM.

APPROVED: April 16, 2024

 _____, Mayor
Judith M. Davies-Dunhour

 _____, Borough Clerk
Emily Dillon

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