

**Borough of Stone Harbor**  
**SPECIAL MEETING AGENDA**  
**Monday December 30, 2024**  
**Borough Hall, 9508 Second Avenue, Stone Harbor**

**Call to Order:** 1:00 PM

**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 publishing notice of the Special Meeting in the Herald on December 25, 2024 as well as sending the agenda to the Herald and The Press and posting a copy of the time and place on the Municipal Clerk's bulletin board.

**Salute the Flag**

**Communications:**  
**Public Comment**

**NEW BUSINESS**  
**CONSENT AGENDA**

**Resolutions**

- |                   |   |
|-------------------|---|
| <b>2024-S-233</b> | Resolution Appointing a Municipal Housing Liaison   |
| <b>2024-S-234</b> | Resolution Authorizing the Transfer of Funds in the 2024 Budget   |
| <b>2024-S-235</b> | Resolution Authorizing a Professional Services Contract for Consulting Services Relating to an Information Technology Security Incident-Pondurance, LLC     |
| <b>2024-S-236</b> | Resolution Authorizing A Professional Services Contract for Attorney Services Relating to an Information Technology Security Incident- Shook, Hardy & Bacon |
| <b>2024-S-237</b> | Resolution Authorizing Installment Plan for Utility Payments  |

**Discussion**  
**Public Comment**  
**Adjournment**

**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

**2024-S-233**

**RESOLUTION APPOINTING A MUNICIPAL HOUSING LIAISON**

**WHEREAS**, pursuant to P.L. 2024, c.2, the Borough of Stone Harbor is required to appoint a Municipal Housing Liaison for the oversight of administration of the Borough of Stone Harbor’s affordable housing program to enforce the requirements of the law and N.J.A.C. 5:80-26.1 et. seq.; and

**WHEREAS**, the Borough of Stone Harbor has amended Chapter 560-48.F(5)(a) entitled “Affordable housing” to provide for the appointment of a Municipal Housing Liaison to administer the Borough of Stone Harbor’s affordable housing program.

**NOW THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Stone Harbor in the County of Cape May, and the State of New Jersey that Emily Dillon is hereby appointed by the Governing Body of the Borough of Stone Harbor as the Municipal Housing Liaison for the administration of the affordable housing program, pursuant to and in accordance with Sections 560-48 and Chapter 123 of the Borough of Stone Harbor’s Municipal Code.

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Special Meeting held on December 30, 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							

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Emily Dillon, Borough Clerk

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Judith Davies-Dunhour, Mayor

**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

**2024-S-234**

**RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS IN THE 2024 BUDGET**

**WHEREAS**, transfers are permitted between budget appropriations during the last two months of the fiscal year; and

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stone Harbor that the following transfers between year 2024 appropriations are hereby approved in accordance with N.J.S.A 40A:4-58 and be made as follows:

<u>Account No.</u>	<u>Account Title</u>	<u>To</u>	<u>From</u>
4-01-36-477-200	DCRP	\$50.00	
4-01-36-472-200	FICA		\$50.00
4-01-26-310-200	Buildings & Grounds OE	\$10,00.00	
4-01-26-300-100	Buildings & Grounds SW		\$10,000.00
<b>Total</b>		<b>\$10,050.00</b>	<b>\$10,050.00</b>

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Special Meeting held on December 30, 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							

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Emily Dillon, Borough Clerk

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Judith Davies-Dunhour, Mayor

**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

**2024-S-235**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR CONSULTING SERVICES RELATING TO AN INFORMATION TECHNOLOGY SECURITY INCIDENT- PONDURANCE, LLC**

**WHEREAS**, the Borough of Stone Harbor in the County of Cape May and State of New Jersey is insured by the Atlantic County Municipal Joint Insurance Fund; and

**WHEREAS**, per a recent IT Security Incident the ACMJIF has recommended the Borough of Stone Harbor award a contract to Pondurance, LLC for cyber security protection; and

**WHEREAS**, Pondurance, LLC, will provide IT consulting services for the Borough for an amount not to exceed \$4,750 which has been certified as available by the Chief Financial Officer in funds to the Water & Sewer Fund 4-09-55-501-549 and is below the bid threshold;

**NOW, THEREFORE, BE IT RESOLVED** on this 30<sup>th</sup> day of December, 2024 by the Borough Council of the Borough of Stone Harbor that Pondurance, LLC be awarded a professional services contract with the Borough of Stone Harbor for consulting services.

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Special Meeting held on December 30, 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>
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Councilmember Gensemer							
Councilmember Carney							

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Emily Dillon, Borough Clerk

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Judith Davies-Dunhour, Mayor



## ADDENDUM A – PONDURANCE STATEMENT OF WORK

**TO:** Colman McCarthy, Shook, Hardy & Bacon L.L.P.

**FROM:** Pondurance LLC

**DATE:** October 10, 2024

**RE:** Service Contract for Borough of Stone Harbor

Insurance Claim Information: AXA XL I Claim Information Pending

The following Statement of Work (“SOW”) is prepared under the direction of Shook, Hardy & Bacon L.L.P. (“Counsel”) on behalf of Borough of Stone Harbor (“Client”) to provide consulting services relating to an information security incident.

### **Phase I - Project Management & Evidence Collection**

*Estimated Evidence Collection Timeframe: One to Two Days*

Pondurance will provide a senior team leader as the dedicated project manager throughout the duration of the engagement. Additional resources will be added based on the services being provided and skill set(s) required.

Pondurance will continue to obtain ongoing information about the incident and provide technology-based or individual resources to identify any additional action items for containment, as needed. We will also conduct a “dark web” scan to identify any evidence surrounding the incident, including the potential for compromised credentials and/or exfiltration of Client data.

Based on the current information provided, Pondurance will assist with the preservation and collection of the following evidence sources (the “digital evidence”) for further analysis:

- Microsoft 365 reporting and logging data for approximately 50 email accounts including audit logs, message trace logs, rule reports, and copies of relevant email accounts.
- Obtain a copy of any suspicious email content related to the incident and/or any incident documentation created.

Pondurance will coordinate with the Client to establish a secure method of data transfer, as needed. Pondurance will provide an updated SOW if the circumstances of the incident change or additional services are recommended.



### Objectives

- Project Management: Provide a dedicated project manager to facilitate project update communications.
- Containment: Assist Client with the containment of the incident based on current findings and provide additional resources as needed.
- Evidence Collection: Preservation and collection of digital evidence pertaining to the incident. Evidence collection may include application logging data, forensic artifacts from computer systems, and additional data from third-party applications/resources.

### **Phase II - Digital Forensic Analysis**

*Estimated Timeframe: Two to Three Days*

Pondurance will perform in-depth analysis of the digital evidence to determine timeline of events, initial point of unauthorized access, ongoing persistence mechanisms, lateral movement to other computer systems/applications, and any unauthorized access to Client data. Additional data sources may need to be collected and analyzed based on our findings.

### Objectives

- Forensic Analysis: Identify and contain any evidence of malicious activity or unauthorized access by a threat actor and determine if additional evidence collection and analysis is needed.
- Timeline: Establish timeline of events for any unauthorized access.
- Initial Access Vector: Determine the method in which the unauthorized access occurred.
- Lateral Movement: Identify any evidence of Client's computer systems or business applications accessed during the incident.
- Data Access: Identify any evidence of unauthorized access, acquisition, or exfiltration of Client data resulting from the information security incident.

### **Phase III – Reporting**

*Estimated Timeframe: Seven to Ten Days*

If requested by Counsel, Pondurance will provide a written report that contains a background of the incident, investigation objectives, forensic analysis summary, and conclusions. Recommendations, if any, are not included in this report.

<b>Total Fixed Fees for ALL Phases I -- III: \$4,750</b>
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**Digital Forensics & Incident Response Services Rate Card**

<b>Description</b>	<b>Fees/Rates</b>	<b>Notes</b>
Digital Forensics & Incident Response Services	Fixed Fee	Preferred Fixed Rate
Evidence Storage	No Cost	Through November 30, 2024

**BOROUGH OF STONE HARBOR**  
Cape May County, New Jersey

**RESOLUTION**

**2024-S-236**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR ATTORNEY SERVICES RELATING TO AN INFORMATION TECHNOLOGY SECURITY INCIDENT- SHOOK, HARDY & BACON**

**WHEREAS**, the Borough of Stone Harbor in the County of Cape May and State of New Jersey is insured by the Atlantic County Municipal Joint Insurance Fund; and

**WHEREAS**, per a recent IT Security Incident the ACMJIF has recommended the Borough of Stone Harbor award a contract to Shook, Hardy & Bacon for attorney services; and

**WHEREAS**, Shook, Hardy & Bacon, will provide attorney services for the Borough for an amount not to exceed \$5,000 amount which has been certified as available by the Chief Financial Officer in funds to the Water & Sewer Fund 4-09-55-501-549 and is below the bid threshold;

**NOW, THEREFORE, BE IT RESOLVED** on this 30<sup>th</sup> day of December, 2024 by the Borough Council of the Borough of Stone Harbor that Shook, Hardy & Bacon be awarded a professional services contract with the Borough of Stone Harbor for attorney services.

**I HEREBY CERTIFY THAT** the foregoing resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey at the Special Meeting held on December 30, 2024, with the voting record as indicated below.

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Emily Dillon, Borough Clerk

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Judith Davies-Dunhour, Mayor



**BOROUGH OF STONE HARBOR**

Cape May County, New Jersey

**RESOLUTION**

**2024-S-237**

**RESOLUTION AUTHORIZING INSTALLMENT PLAN FOR UTILITY PAYMENTS**

**WHEREAS**, 100<sup>th</sup> Street LLC is the owner of the property designated on the tax maps of the Borough of Stone Harbor as Block 96.04, Lot 139; and

**WHEREAS**, the owner has requested the opportunity to satisfy utility arrearages in monthly installments pursuant to N.J.S.A. 54:5-59, said installments not exceeding 3 in number and totaling \$70,000.00 which will satisfy the outstanding utility balance;

**NOW, THEREFORE, BE IT RESOLVED**, by the council of the Borough of Stone Harbor, County of Cape May, State of New Jersey, that 100<sup>th</sup> Street LLC known as Block 96.04 Lot 139 be and is hereby authorized to make payments in satisfaction of outstanding utilities by installment payments not exceeding 3 in number, with the first installment in the amount of \$23,333.33 due March 1, 2025, the second installment in the amount of \$23,333.33 due June 1, 2025, and the final installment of \$23,333.34 due September 1, 2025 respecting utilities due on Block 96.04, Lot 139; said installments shall be due commencing on March 1, 2025; and

**BE IT FURTHER RESOLVED**, that failure to pay the installments according to this resolution, and maintain all current utilities and municipal charges, shall render this resolution null and void. Any delinquencies will then be subject to penalties charged on the date that they become delinquent.

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