

**MEETING AT MUNICIPAL BUILDING, 9508 SECOND AVENUE**  
**PRELIMINARY AGENDA FOR COUNCILMEMBERS**

**WORK SESSION**

**TUESDAY**

**April 18, 2017**

**3:00 p.m.**

**PUBLIC SAFETY**

**Court**

**Fire Department report**

**Knox Box for Business District**

**OEM report**

**Police report**

**Coast Guard Signs possible motion Regular Meeting**

**BEACH RECREATION & TOURISM**

**Ocean Drive Marathon 2018**

**Recreation Registration begins May 1<sup>st</sup>**

**SHACfest update**

**Springtide Festival – Special Event Application possible motion Regular Meeting**

**NATURAL RESOURCES**

**Report – Dredging Administrator**

**Report - Beach Replenishment Administrator**



**Stone Harbor Volunteer Fire Company #1**  
**PO Box 539**  
**Stone Harbor, NJ 08247**

**Chief Roger W. Stanford**

To: Mayor and Council  
From: Chief Roger W. Stanford  
Date: April 11, 2017  
RE: March, 2017

INCIDENT TYPE GROUP	Mar-17	YTD	2017	2016
Structure Fire	2		2	
Vehicle Fire	0		0	
Vegetation Fire	0		0	
Rubbish Fire	0		0	
Medical Assist	0		0	
EMS Incident	0		1	
Extrication	0		0	
Water Rescue	0		0	
Hazardous Condition	0		0	
Combustible Leaks	7		14	
Electrical Problem	1		5	
Accident	0		0	
Cover Assignment	0		2	
Smoke Scare	4		5	
Unintentional Fire Alarm	6		16	
Drill	4		10	
Meeting	1		3	
Special Assignment	1		1	
Fire Calls	20		46	76
EMS Calls	29		73	79

**Monthly Report by Category**

Type	#Incidents	#Personnel	#Hours in Service	#Manhours
Fire	2	38	5.9	134
Rescue & Emergency Medical Services				
Hazardous Condition (No Fire)	8	122	3.7	54.5
Service Call				
Good Intent Call	4	90	1.3	25.2
False Alarm	6	135	1.3	25.1
Severe Weather				
Drill	4	80	8.0	160
Meeting	1	25	2.0	50

Special Assignment	1	15	2.3	33.8
Total	26	505	24.5	482.6

**Aid Given or Received**

	Month	Year
	#Incidents	#Incidents
Mutual aid Received	0	0
Automatic Aid Received	0	0
Mutual Aid Given	2	4
Automatic Aid Given	0	4

March calls included:

1 Building Fire, 1 Cooking Fire, 7 Natural Gas Leaks, 1 Arcing Wires, 4 Smoke Scares, 5 Fire Alarms, and 1 Carbon Monoxide Alarm

## **16-4 SECURITY BOXES REQUIRED IN COMMERCIAL, MERCANTILE, BUSINESS AND MULTIPLE FAMILY BUILDINGS.**

### **16-4.1 Definitions.**

As used in this section:

**Security Box** shall mean a secured, locked device that is located on the exterior of the premises at or near the mean entrance which can be accessed only by the Stone Harbor Police Department in the event that an alarm is activated and it is or becomes necessary to gain access to the premises to investigate the reason for the activation of the alarm. The security box shall contain keys to provide access to the premises. The security box shall be of the type that is commonly known as a "Knox Box" or the substantial equivalent thereof. The type of security box and its precise location shall be subject to approval by the Chief of Police and the Fire Official.

(2000 Code §§ 16:6-11; Ord. No. 610-2009)

### **16-4.2 Compliance Required.**

a. All buildings which contain one or more businesses, mercantile, industrial or other commercial use, and all residential buildings containing three (3) or more residential units and having one or more interior common area which locks to prevent public entry shall comply with this section.

b. *Exceptions.* Banks and savings and loans, buildings and uses that have on-site 24-hour security staffing.

(Ord. No. 610-2009)

### **16-4.3 Security Box Required.**

Every building which has one or more use(s) as listed in subsection 16-4.2 above shall be equipped with a security box as defined in this section. (Ord. No. 610-2009)

### **16-4.4 Exceptions.**

The provisions of subsection 16-4.3 shall not apply to any commercial bank, savings bank, savings and loans or other banking institution licensed or regulated by the United States of America or any of its agencies or by the New Jersey Department of Banking and Insurance. (Ord. No. 610-2009)

### **16-4.5 Access Maintenance.**

All owners and/or occupants of any of the buildings or uses included in this section shall ensure that the keys or lock access codes within the security box are correct to allow entry through any and all locked doors on the premises. Any changes in key or lock access shall be placed into the security box within five (5) business days of such change. (Ord. No. 610-2009)

**16-4.6 Multiple Uses in Single Security Box.**

It shall be permissible for buildings within multiple businesses or uses under this section to share a common security box, as long as the following conditions are met:

- a. The location of the common security box is centrally located and approved by the Fire Official and the Chief of Police.
  - b. The keys or lock access codes are clearly marked and separated in a logical manner.
  - c. All owners and occupants sharing the security box are permitted to order replacement keys or lock access security codes be installed in the box at any time.
- (Ord. No. 610-2009)

**16-4.7 Time Allowed for Security Box Installation.**

Any building or use(s) required to be in compliance with this section that is first occupied on or after the effective date of this section shall have the security box installed and all keys and/or lock access codes installed at the time of first occupancy. Any business, industrial, mercantile or other commercial unit that changes occupancy and locks or lock access codes shall ensure that all new keys are installed in the security box before opening for business. Any existing building or use(s) required to be in compliance with this section shall have one hundred twenty (120) days from the effective date of this section to install the security box and satisfy the other requirements of this section. (Section 16-4, Security Boxes in Commercial, Business and Multiple Family Buildings, was adopted by Ordinance No. ~~610-2009 on March 11, 2009.~~) (Ord. No. ~~610-2009~~) New date and ordinance number

## Knox Box® FAQ

Q. Who is required to install a Knox Box®?

A. Owners of all businesses and multiple family dwellings (buildings containing more than two dwelling units), who do not already have a Knox Box® installed, are required to install and maintain one. Banks and financial institutions are exempt from the requirement.

Q. Why is a key box system necessary?

A. **N. J. A. C. 5:70-3,506.1 states:** *“Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location...”* The Borough of Stone Harbor is unique in that most businesses and residences are largely seasonally occupied. Residences and businesses are primarily occupied during the summer months with occupancy greatly diminished in the winter. In the interest of property preservation during emergencies, and the safety of the first responders, Stone Harbor has enacted this ordinance, in accordance with state statute, to greatly reduce the need to force entry through locked doors and windows.

Q. Why must the key box be a Knox Box® brand key box instead of another brand?

A. The Borough of Stone Harbor has specified that all emergency access key boxes installed be Knox Box® brand key boxes. The Borough of Stone Harbor emergency response community feels that the Knox Box® brand emergency access key box program, by offering exemplary security features and one-key universal access, is the most fail-safe and secure program available.

Q. I already have a key box system on my property. Why can't I simply supply the Borough with my access code instead of purchasing a Knox Box®?

A. While your current key box system may seem secure and convenient, there is no way for the Borough to ensure that no one may tamper with the keys and/or documents within. Knox Box® offers complete security since only the Stone Harbor Police Department is able to access the key box.

Q. Where can I obtain my Knox Box® key box(s)?

A. Knox Box® key boxes can be ordered online at <http://www.knoxbox.com/store/> . Browse the Knox Box® key boxes that are available and choose the box that best fits your needs. Click on the "Online Purchase" link; enter the zip code for Stone Harbor (08247) and click continue. Click on the radio button in front of "Stone Harbor Volunteer Fire Company and click continue. It is important to make sure that you click on Stone Harbor in this step, because each municipality has a unique Knox Box® key.

Who is responsible for installing the Knox Box®?

A. Building and unit owners are responsible for installing their Knox Box® key boxes. Simple installation instructions are included with the Knox Box® when it is shipped to you. When installation of the Knox Box® is finished and you have collected all keys for placement, simply call the Stone Harbor Police Department at (609) 368-2111 and request that an officer come and lock the Knox Box®.

Q. I already have a Knox Box® on my building. Do I have to install another one?

A. No, so long as the box on the property is capable of holding all of the keys for all locked areas on the premises, your existing Knox Box® need not be changed. You may call the Stone Harbor Police Department at (609) 368-2111 to come and unlock your existing box so you may check that the keys in your Knox Box® are current and the set is complete.

Q. There are several separate businesses and/or dwelling units in my building, do each of these need their own Knox Box®?

A. No, as long as all of the keys for all locked areas on the premises are in the Knox Box®, you may have a single key box. Please discuss where to locate a shared Knox Box® with the Stone Harbor Police Department and/or the Stone Harbor Fire Bureau. (Stone Harbor Police Department phone (609) 368-2111; Stone Harbor Fire Bureau phone (609) 368-5102).

Q. I rent out my apartment or business use. Do I still bear responsibility for ensuring that the keys in the Knox Box® are correct while my property is rented?

A. Responsibility for compliance with any property code requirement always falls to both owner and occupant. This requirement is no different. It may be prudent to include language in your lease documents requiring your tenants to provide keys to the rented spaces if they plan to change the locks on the premises.

Q. My tenants wish to change the locks during the period of their lease. How should this be handled?

A. Tenants should label their keys with a tag that states, "Temporary key(s) for rented period only," before calling the police department and having them placed into the Knox Box®. Only building or unit owners may permanently change the keys in the Knox Box®.

Q. I have an owner's closet in my business or residential unit that is not accessible by my tenants. Do I have to provide keys for that in the Knox Box®?

A. Yes. Keys to all locked portions of the premises are required to be kept in the Knox Box®. Remember, your tenants do not have access to the owners' keys in the Knox Box®.

Q. If I come to Stone Harbor and forget my keys or my keys don't work, may I contact the Stone Harbor Police Department to open the Knox Box® for me so that I may gain access to my property?

A. No, the Knox Box® key box system is designed for emergency services access only and should only be opened in case of a police, fire or life safety emergency and when new keys are being installed.

Q. I own a single or two family home that has an alarm system. I currently have a Knox Box® on my building. Do I have to continue to maintain the Knox Box® with the passage of this new ordinance?

A. Yes, there has been no change in the ordinance that requires a Knox Box® key box be maintained for all buildings that have alarm systems that report to central station. The new Knox Box® ordinance is in addition to previous requirements.

Q. How long do I have to get my Knox Box® and have it installed?

A. According to Ordinance (We are anticipating allowing 120 days for the business/residential property owners to install the Knox Box.)

Q. I have a question that has not been answered here. Where may I go for assistance?

A. Please call Fire Official Roger Stanford at (609) 368-5102, or contact the Police Department at (609) 368-2111,

**STONE HARBOR**  
**POLICE**  
**DEPARTMENT**  
**MONTHLY REPORT**  
**MARCH 2017**



Mayor Judy Davies-Dunhour  
Public Safety Chairman Raymond Parzych  
Council President Karen Lane  
Councilmember Joselyn Rich  
Councilmember Joan Kramar  
Councilmember Mantura Gallagher  
Councilmember Charles Krafczek  
Borough Administrator Jill Gougher  
Borough Clerk Sue Stanford  
Deputy Clerk Carrie Bosacco  
Chief of Police Thomas Schutta  
Captain Christopher Palmer  
Detective Sergeant Robert Walker

PATROL DIVISION REPORT

MARCH 2017

MOTOR VEHICLES:	<u>Month</u>	<u>YTD</u>
Moving Violations	18	55
Parking Violations	1	3
Motorists Assisted	1	2
Accidents Handled	3	7
Suspicious Vehicles	1	5
Motor Vehicle Stops	65	216
BORO ORDINANCES:		
Summons Issued	1	5
Warnings Issued	11	28
ARRESTS:		
Adult Arrests	2	9
Driving While Intoxicated	0	0
Juvenile Arrests	0	0
EMERGENCIES:		
Alarms	18	54
Fire Calls	6	10
Medical	8	24
OTHER REPORTS/COMPLAINTS:		
Open Doors/Windows	20	47
Heater Lights	11	32
Domestic Violence	0	0
Noise Complaints	0	0
Animal Complaints	8	16
O.P.R.A. (Open Public Records Act)	2	3

POLICE DEPARTMENT UPDATES INCLUDING  
CURRENT COURSES/SCHOOLS:

- OFC Bartolone attended Radar Instructor School
- OFC Bartolone attended NJSP CJIS TAC course
- DET Hartzell, OFC Garay, OFC Minutolo, OFC Hajosy, OFC Smith and OFC Bartolone attended In Service training
- CAPT Palmer, SGT Jackson, DET Hartzell, OFC Sokorai, OFC Mecouch attended the annual SANE/SART refresher course
- All OFCS & SGTS attended range qualifications

STONE HARBOR POLICE DEPARTMENT  
VEHICLE MAINTENANCE REPORT

2017

MILES PATROLLED

January	11,076
February	9,862
March	12,778
April	
May	
June	
July	
August	
September	
October	
November	
December	

COMMUNICATIONS REPORT

MARCH 2017

	<u>MONTHLY</u>	<u>YTD</u>
ALL INCIDENTS LOGGED:	1033	2903
SENIOR CITIZEN CONTACT:		
Number of Senior Citizens in Daily call check-in program	6	
FINANCIAL INSTITUTIONS:		
Bank Checks	40	117
MAINTENANCE CONTACTS:		
Patrol Car Maintenance:	5	14
Police Equipment Maint/Repair	22	50

Detective Division Monthly Report  
March 2017

Investigation Breakdown

-Burglary	03
-Theft	01
-Criminal Mischief	02
-Fraud	02
-Overdose / Drug Investigation	01
-Background Checks	09
-Background Checks (Other Agency)	04
-Firearms Background Investigation (new)	02
-Firearms Background Investigation (continued)	01
-Alcotest	01
-Project Medicine Drop	01
-Evidence	02
-Property (Found)	03
-Property (Returned)	01
-Property (Lost)	02

Training / Meetings

03/07	Department of Child Protection &Permanency	120
03/08	Firearms Training	122
03/09	Yearly Firearms Qualification	122/120
03/11	Stone Harbor Shiver	434/120
03/13	Stone Harbor Municipal Court	122
03/15	SART/SANE Training	122/120/434
03/20	In-Service	120
03/21	In-Service	120
03/21	Grand Jury	434

## Suzanne Stanford

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**From:** Raymond Parzych  
**Sent:** Wednesday, April 05, 2017 3:31 PM  
**To:** Suzanne Stanford; Mantura Gallagher; Karen Lane; Judy Davies; Joselyn Rich; Joan Kramar; Jill Gougher; Charles Krafczek; Grant Russ  
**Subject:** Fwd: CG Community Signage Delivery

Here come the signs! What should we do with them? Recreation fields?  
Marina facing the channel? 96th St. Pump Station? Beach Patrol HQ? Ask the Legion to take one?  
Bird Sanctuary area?

Ray Parzych  
610 420 9320

Ray Parzych  
610 420 9320

Sent from my iPad

Begin forwarded message:

**From:** Nina Ranalli <[nina.ranalli@gmail.com](mailto:nina.ranalli@gmail.com)>  
**Date:** April 4, 2017 at 10:43:56 AM EDT  
**Cc:** "Gimeno, Leslie" <[leslie.gimeno@co.cape-may.nj.us](mailto:leslie.gimeno@co.cape-may.nj.us)>, Will Morey <[will.morey@moreyspiers.com](mailto:will.morey@moreyspiers.com)>  
**Subject:** CG Community Signage Delivery

Hello,

I am writing to provide an update on the signage project discussed at our 2/27 meeting with municipal liaisons to the CG Community Foundation.

The County has ordered signage to be received shortly. Design and specifications for the 4' x 6' signs are attached. Two of these will be delivered to your Department of Public Works, unless you specify an alternate location, in about two weeks. Posts for mounting the signs will also be delivered.

Please identify high-visibility locations for the signs, perhaps at the entry points to your town, and make arrangements for their installation. If possible, it would make a strong statement of our appreciation and gratitude for CG members' service to have these installed prior to the CG Community Festival, May 5-7. Many CG members will visit Cape May County and will appreciate this signage bringing increased recognition for our CG Community designation.

Some towns have asked about additional signs, or smaller signs. The versions ordered by the County are rated for 25MPH vehicular traffic by agencies that strictly regulate road signage. Smaller signs will be inappropriate for roadways, however, we are looking into possibilities for you to order more or differently-sized signage directly from the manufacturer once this phase of the project is complete.

## Suzanne Stanford

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**From:** Miranda Duca  
**Sent:** Wednesday, April 05, 2017 5:31 PM  
**To:** Suzanne Stanford  
**Cc:** Jill Gougher; Mantura Gallagher  
**Subject:** 4/18 workshop/Council meeting items

Hello Sue,

Please see below.

4/18 Council Workshop Meeting

Ocean Drive Marathon 2018

Recreation Registration begins May 1<sup>st</sup>

SHACfest update

4/18 Council Agenda

Springtide Festival - special event application

Miranda Duca | Director of Recreation | Borough of Stone Harbor  
8100 Second Ave | Stone Harbor, New Jersey 08247 | p: (609) 368-1751 | f: (609) 368-2619

Date of Application 03/07/17



## Borough of Stone Harbor 2017 Special Events Application

Name of Event: Spring Tike Festival & Boat Show  
Date of Event: SAT, May 6, 2017 Time of Event: 11AM - 5pm  
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 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 in 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 polices. Borough Council retain the discretion to waive any provision of this chapter where deemed appropriate in the sole discretion of the Borough Council.

### APPLICATION REVIEW FEES

- \$50 if filed prior to 60 Days of event
- \$75 if filed prior to 30 Days of event
- \$125 if filed prior to 15 Days of event

### 2017 EVENT FEES

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

Event Fees .....\$250 Per Day (1000 Participants and Under) / \$500 Per Day (1000 Participants and Over)

Seasonal use of facilities by Local Schools .....\$1500 per season / \$750 per season for each additional sport  
(No Application Review Fee is required)

Use of 80th St. Fields .....\$250 per day (Before Friday of Memorial Day and after Labor Day)

Use of 80th St. Fields .....\$500 per day (first two days) / \$250 per each additional day (Memorial Weekend-Labor Day Weekend)

Use of Recreation Support Building (82<sup>nd</sup> & Second Avenue).....\$300

Chamber of Commerce .....\$60 per event

**APPLICANT INFORMATION**

- 1) Name of Organization: Stone Harbor Chamber of Commerce
- 2) Address of Organization: 212 96th St SH NJ 08247
- 3) Contact Person: Marnie Lengle Phone: 609-231-7016
- 4) Email: lengle543@comcast.net
- 5) Is your organization tax exempt?  Tax ID # \_\_\_\_\_
- 6) Is this a non-profit event?  NJ Registered Charitable Organization # \_\_\_\_\_

**CERTIFICATE OF INSURANCE**

Events are required to provide the Borough of Stone Harbor with a Certificate of 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.

**REQUIREMENTS**

- I. **LOW HAZARD** *Indoor/outdoor meetings, picnics & social gatherings (no alcohol)*
  - A. Commercial General Liability \$ 100,000
  - \* If a private and/or non-profit group is sponsoring the event, a \$100,000 policy will suffice or evidence of a homeowners insurance policy.
  - B. Municipality to be named as "Additional Insured"
- II. **MODERATE HAZARD** *Dances, animal shows, parades, rallies, family concerts*
  - A. Commercial General Liability \$ 1,000,000
  - B. Automobile Liability \$ 1,000,000
  - C. Workers Compensation Statutory
  - D. Municipality to be named as "Additional Insured"
- III. **HIGH HAZARD** *Team sporting events, circuses and carnivals with rides*
  - A. Commercial General Liability \$ 1,000,000
  - B. Automobile Liability \$ 1,000,000
  - C. Workers Compensation Statutory
  - D. Municipality to be named as "Additional Insured"
- IV. **SPECIAL HAZARDS** *Rock concerts, professional sports, rodeos, vehicle races, fireworks, crowds over 25,000 and all functions where alcohol is served.*

**HOLD HARMLESS**

To the fullest extent permitted by law, Marnie B. Lengle SH Chamber, agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Stone Harbor, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Stone Harbor against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Stone Harbor, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Stone Harbor, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the use of or is in any way connected or associated with the use of the Borough of Stone Harbor public lands during the event.

SIGNATURE OF APPLICANT: M B Lengle

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

- 1) Name of Race: \_\_\_\_\_
  - 2) Location of Event: \_\_\_\_\_
  - 3) Purpose of Event: \_\_\_\_\_
  - 4) Beneficiary: \_\_\_\_\_
  - 5) Race Distance: \_\_\_\_\_ Number of Participants Expected: \_\_\_\_\_ Fee Charged: \$ \_\_\_\_\_
  - 6) Do participants complete a registration form (**Please include a registration form with application**):  Yes  No
  - 7) Proposed Route (include turn-by-turn directions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 8) Location(s) of barricades or enclosures (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
  - 9) Location(s) of water stations (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
  - 10) Location(s) and size/type of tent(s) (eg) first aid, registration, etc - identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 11) Location(s) and number of trash receptacles and recycling cans requested (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
  - 12) Location(s) of Borough electrical services (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
  - 13) 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.
- 14) Location(s) of requested street closings (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
  - 15) Location(s) of any/all signage (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_



## FESTIVAL & OTHER SPECIAL EVENTS *continued*

- Before festivals, maps will be provided indicating locations of trash and recycle dumpsters, grey water and grease disposal.
- Cardboard boxes intended for disposal must be broken down. All cardboard must be put into dumpsters designated for cardboard.

**Improper disposal of any material (including grey water, trash, garbage and recyclables) – will be subject to legal action for violations under Ordinance #1245**

12) Location of Stages / Performance Areas (site plan): \_\_\_\_\_

13) Type of Entertainment: Food Show, Live Music, Art Demo

14) Location(s) of Borough electrical services (identify on site-plan): PLEASE SEE SAFETY OFFICER NOTES

15) Location(s) of Generators or Compressors (identify on site-plan): \_\_\_\_\_

16) Location(s) of Portable Toilet(s) (identify on site-plan): None - Public Restaurants

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.

17) Location(s) of any/all signage (identify on site-plan): \_\_\_\_\_

## 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? Only if necessary

2) Will you require the use of Fire Department facilities or portable equipment?  Yes  No

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

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

If yes, please describe in detail: Some food vendors will require open flame for cooking. They will acquire individual permits.

**PUBLIC SAFETY: FIRE & POLICE *continued***

4) Do you anticipate the need for Police assistance to support your event?  Yes  No  
 If yes, for what purpose? Monitor alcohol area (restricted to 1 block radius)

5) Will you request road closures?  Yes  No  
 If yes, please describe in detail: The 200 block of 96th St will have to be closed

6) Will you request "no parking" signage?  Yes  No  
 If yes, please describe in detail: Our Festival area should be closed to traffic Fri, May 5 beginning at 6am through Sun May 7 @ noon.

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: It is a one-day festival. Tent will be set up 1 day prior and broken down 1 day after.

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

9) Miscellaneous needs Borough Fire or Police need to be aware of? \_\_\_\_\_

**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	MD
Proof of Liability Insurance	MD
Executed Hold Harmless Agreement (provided)	MD
Site Plan / Timeline / Vendor info	NEED
Non-refundable Application Review Fee	pd chk #8099 3/17 MD

FOR OFFICIAL USE ONLY

PUBLIC WORKS DIRECTOR

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED:

DENIED: \_\_\_\_\_

Brief Explanation if Denied: PUBLIC WORKS SHALL BE SETTING UP A 10X10 TENT ON THE LAWN AT THE WATER PLANT. THIS WILL BE FOR INFORMATION ON STORM WATER MANAGEMENT AND TRASH/RECYCLING.

Signature [Signature]

Date 3/27/17

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

SAFETY OFFICER

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED:

DENIED: \_\_\_\_\_

Brief Explanation if Denied: Please read attached document

Signature [Signature]

Date 3-28-17

CHIEF OF POLICE

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED:

DENIED: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

Signature [Signature]

Date 3/31/17

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

FIRE OFFICIAL

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED:

DENIED: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

Signature RWS

Date 3/31/17

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

BEACH, RECREATION, TOURISM COMMITTEE CHAIR

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED:

DENIED: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

Signature [Signature]

Date 4-4-17

*To Whom It May Concern:*

*While reviewing the application for the Spring Tide Festival I noticed there is no mention of any electrical needs. For us at Public Works this is an area of major concern. These needs continue to grow and vendors continue to add major electrical appliances, resulting in constant overloads. We spent countless hours in 2016 dealing with angry vendors looking for us to resolve their issues instantly. I truly hope you understand it should not be part of our day to spend so much time, if any at all, dealing with the vendors ignoring event rules or the fire hazards they are creating. I am not sure if everyone understands the limits of the system, but it was not designed to handle or supply what they are asking for.*

*If possible, and if approved by the fire official, the vendors or at least those in need of large amounts of power are to bring their own generators. I realize it may be an inconvenience but we are out of options.*

*Respectfully,*

*Rocky*

