

Borough of Stone Harbor
REGULAR MEETING AGENDA
Tuesday, August 16, 2022
Borough Hall, 9508 Second Avenue, Stone Harbor

Call to Order: Immediately Following Work Session

Roll Call: Councilmember Moore, Councilmember Parzych, Councilmember Casper, Councilmember Gensemer, Councilmember Dallahan, Councilmember Krafczek

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 of the Press and the Cape May County Herald on January 5, 2022.

Salute the Flag

Swearing In: Police Officer Luke Gilmore (Resolution was passed on May 24, 2022)

Communications:

Approval of Minutes: Work Session and Regular Meeting ~ August 2, 2022

Public Comment

OLD BUSINESS

None

NEW BUSINESS

Resolution – Refund Permit Fee -The Chimney Doctor

Resolution – Participation in the County Co-Op Bid Package for Rock Salt

Resolution – Authorize Proposal for Professional Survey & Mapping for Oceanfront Feasibility Study Beach Services - DeBlasio & Associates

Resolution – Award Contract for Beach ADA Ramp & Pavilion Replacement / Phase II

Motion – Approve Stone Harbor Chamber of Commerce Merchants' Day Sidewalk Sale – August 27th

Motion – Approve Surf Contest Sponsored by American Legion September 17th & 18th

Discussion:

Motion - Approve the Bill List & Authorize the CFO to Pay the bills when the funds are available, and the vouchers are properly endorsed.

Resolution – Closed Session
Attorney Client Privilege

Public Comment

Adjournment

BOROUGH OF STONE HARBOR
Cape May County, New Jersey

RESOLUTION

Request for Refund - Construction Permit Fee

WHEREAS, The Chimney Doctor, P.O. Box 892, Cape May Court House, NJ 08210 paid 213.00 for a permit fee in the Construction Office in reference to work to be completed at 3 102nd Street, Stone Harbor; and

WHEREAS, the Property Owner cancelled the job and The Chimney Doctor has requested a refund be issued to them; and

WHEREAS, A signed Voucher has been completed, which is required by the Finance Office in order to process the refund amount; and

NOW, THEREFORE, 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 a refund check in the amount of \$213 be issued to The Chimney Doctor; and

BE IT FURTHER RESOLVED that the Construction Office make the proper adjustment in their records.

Offered bySeconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on theday of,2022

.....
Borough Clerk

The above resolution approved thisday of,2022

.....
Mayor



BOROUGH OF STONE HARBOR
CONSTRUCTION-ZONING
9508 SECOND AVE
STONE HARBOR, NEW JERSEY 08247

To: Kim Stevenson

From: Suzanne Brown *AMS*

Re: Refund for Cancelled Permit

Date: August 11, 2022

Please refund \$ 213.00 to the Contractor below. Homeowner cancelled job.

Chimney Doctor

PO Box 892

Cape May Court House, NJ 08210

BOROUGH OF STONE HARBOR
Cape May County, New Jersey

RESOLUTION

**Authorize Participation in the Cape May County Cooperative Bid
Process for Rock Salt**

WHEREAS, Municipalities may enter in to an agreement with the Cape May County to participate in the bid process and the resultant 2-year contract; and

WHEREAS, Cape May County will be the lead agency in preparing bid specifications to furnish and deliver Rock Salt; and

WHEREAS, The Public Works Department has completed the required survey which indicates the need and desire to participate in the bid process; and

WHEREAS, The Borough of Stone Harbor will be committed for the duration of the two year contract.

NOW THEREFORE, 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 this Council wishes to participate in the bid process for furnishing and delivery of rock salt within the Cooperative agreement (25CMACP) on this 16th day of August, 2022.

Offered bySeconded by.....

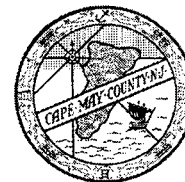
The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on theday of2022

.....
Borough Clerk

The above resolution approved thisday of2022

.....
Mayor

CAPE MAY COUNTY
DEPARTMENT OF FINANCE & PURCHASING



Gerald M. Thornton
Freeholder

Kevin R. Lare
Administrator

4 Moore Road DN-103/116
Cape May Court House, NJ 08210-1654
Voice: (609) 465-1125/1170 Fax: (609) 465-6583
E-Mail: purchase@co.cape-may.nj.us
Website: www.capemaycountynj.gov

Brittany Smith
Treasurer

Allison Hansen
Purchasing Agent

To: All Participating Cooperative Agencies (25CMACP)
From: Allison Hansen, Purchasing Agent
Date: 7/25/2022
Re: **Rock Salt Survey**

The County, as the lead agency, is preparing bid specifications to Furnish and Deliver Rock Salt. If you wish to participate in this bid cycle, please complete this form and e-mail to Dan Shustack at dan.shustack@co.cape-may.nj.us no later than **NOON FRIDAY, AUGUST 19th, 2022**. Responses not received by Friday, 8/19, is confirmation of non-participation.

Please attach a Resolution from your governing body that indicates you agree to the bid process and the resultant 2-year contract. Once you agree to participate in the bid-process, your agency is committed for the duration of the contract. It is the sole responsibility of each using agency to order and pay their own invoices. Please email with any questions.

Name of Agency: Borough of Stone Harbor

Contact Person: Robert Brewer

Telephone: 609-368-7311 Email: brewerr@shnj.org

Requested amount of Rock Salt over 2 years: 100 Tons*

Delivery Location: 8018 3rd Ave Stone Harbor NJ 08247

Items to consider:

1. Agencies must confirm that storage space is available for sending a delivery of salt.
2. Deliveries by vendor to County facility on behalf of an agency will only be accepted from 7 a.m. to 3 p.m., Monday through Friday, unless there is a snow/ice emergency.
3. Delivery of salt must be scheduled at least 24 hours ahead of time with the road department supervisor.
4. Pick up of salt must occur during regular hours of operation, 7 a.m. to 3 p.m., Monday through Friday, unless we are in a snow/ice emergency.
5. Agencies must notify the road department supervisor at least an hour prior to picking up, to ensure that the loader and operator are available on site.
6. Quantity of salt must be documented and signed off on in the salt Ledger on site, by both the driver making the pickup and the county loader operator.

* for bidding purposes only.

Kim Stevenson

From: Robert Brewer
Sent: Friday, July 29, 2022 2:38 PM
To: Kim Stevenson
Subject: Re: County of Cape May Co-op 25CMACP Rock Salt Survey
Attachments: 2022 Spec 48 Rock Salt Survey letter.pdf

Kim,
Find attached the completed rock salt co-op form.
Thank You,



Robert Brewer | Supervisor PW | Borough of Stone Harbor
9508 Second Avenue, Stone Harbor, NJ 08247

brewerr@shnj.org | ph: 609.368.7311
SHNJ.ORG



From: Kim Stevenson <StevensonK@shnj.org>
Sent: Tuesday, July 26, 2022 5:58 PM
To: Manny Parada <paradam@shnj.org>; Francisco Tirado <TiradoF@shnj.org>; Robert Brewer <BrewerR@shnj.org>
Cc: Robert Smith <BoroughAdministrator@shnj.org>
Subject: FW: County of Cape May Co-op 25CMACP Rock Salt Survey

Good Afternoon Gentlemen!

Attached please find a survey received from the County purchasing agent regarding participation in a bid for rock salt.

On the 8/2 agenda is a resolution authorizing participation in the County Co-Op for an additional 5 years (current contract ends on July 31st, 2022)

Could you please review and complete the survey and advise if the Public Works Department will be participating in the County Co-Op bid for Rock salt. I will need the survey and authorization from your department to complete a resolution which can be presented at the August 16th council meeting for approval.

Your attention to this matter is appreciated. Please advise.

Thank you!



Kim Stevenson | Borough Clerk | Borough of Stone Harbor
9508 Second Avenue, Stone Harbor, NJ 08247
boroughclerk@shnj.org | ph: 609.368.6800 x 1
SHNJ.ORG



From: Shustack,Dan <Dan.Shustack@CO.CAPE-MAY.NJ.US>
Sent: Monday, July 25, 2022 3:15 PM
To: Kim Stevenson <StevensonK@shnj.org>
Subject: County of Cape May Co-op 25CMACP Rock Salt Survey

Hi Kim,

We are currently in the process of preparing the County's Co-Op bid package for Rock Salt.

If you wish to participate in this bid, please follow the instructions on the attached survey letter.

The completed information needs to be returned by email on or **before noon, Friday August 19, 2022.**

If you have any questions, please let me know.

Thank you,

Dan Shustack
Department of Purchasing
County of Cape May
4 Moore Road DN116
Cape May Court House, NJ 08210
Ph- 609-465-1127
dan.shustack@co.cape-may.nj.us

BOROUGH OF STONE HARBOR

Cape May County, New Jersey

RESOLUTION

**Approve Proposal for Professional Survey and Mapping Services for
Oceanfront Feasibility Study- Beach Survey Services**

WHEREAS, DeBlasio & Associates. Borough Engineer, 4701 New Jersey Avenue, Wildwood, N.J. 08260 has prepared a Proposal to provide for Professional survey and mapping services for Oceanfront Feasibility Study- Beach Survey Services in support of the Borough’s Oceanfront Feasibility Study that is being completed by Mott MacDonald; and,

WHEREAS, the proposal includes survey and as-built mapping services for the following eight (8) oceanfront groins as noted below:

Survey information for the top elevation of the timber component at each groin and within the stone portion of the groin, obtain survey information for the seaward most points, establish lateral extents and crest elevations and delineate break points between both timber and stone for the following locations:

84th Street, 92nd Street, 98th Street, 106th Street & 111th Street

Establish beach profile from the toe of the dune to the end of the groin, on both updrift and downdrift sides at the following locations:

114th Street, 122nd Street & 127th Street

All survey work will be completed by a licensed New Jersey Professional Land Surveyor and the survey data will be collected utilizing the NAVD1988 and NGVD1983 datums and a copy of the survey will data and base maps will be provided to Mott MacDonald.

To complete the above referenced scope of work the professional fee is \$8,500.

WHEREAS, it is the intention of Council to approve this proposal as presented.

NOW THEREFORE, 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 Borough Council approves the attached Proposal for Professional Survey and Mapping Services for Oceanfront Feasibility Study- Beach Survey Services as presented on this 16th day of August, 2022.

Offered bySeconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on theday of,2022

.....
Borough Clerk

The above resolution approved thisday of,2022

.....
Mayor

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

July 20, 2022

VIA EMAIL

Robert Smith, Administrator
Borough of Stone Harbor
9508 Second Avenue
Stone Harbor, NJ 08247

**Re: Borough of Stone Harbor
Oceanfront Feasibility Study-Beach Survey Services
D&A File #: SH-C-044**

Dear Mr. Smith:

As requested by the Borough, **DeBlasio & Associates, P.C.** is pleased to provide our proposal for professional survey and mapping services for **Oceanfront Feasibility Study-Beach Survey Services** in support of the Borough's Oceanfront Feasibility Study that is being completed by Mott MacDonald.

As per Doug Gaffney's request in his July 15, 2022 email and our subsequent July 18, 2022 teleconference meeting, Mr. Gaffney has requested our office to accomplish the following tasks:


1. Provide survey and as-built mapping services for the following eight (8) ocean front groins:
 - 84th Street
 - 92nd Street
 - 98th Street
 - 106th Street
 - 111th Street
 - 114th Street
 - 122nd Street
 - 127th Street
2. There are five (5) groins that are a combination of timber and stone, and our office will obtain survey information for the top elevation of the timber component at each groin. Also, in the vicinity of the stone portion of the groin, our office will obtain survey information for the seaward most points, establish lateral extents and crest elevations and delineate the break points between timber and stone.
3. At the 114th Street, 122nd Street and 127th Street groins, we will establish a beach profile from the toe of the dune all the way out to the end of the groin, on both updrift and downdrift sides.

4. All survey work shall be completed by a licensed New Jersey Professional Land Surveyor and the survey data will be collected utilizing the NAVD1988 and NGVD1983 datums.
5. Provide a copy of the survey data and base maps to Mott MacDonald.

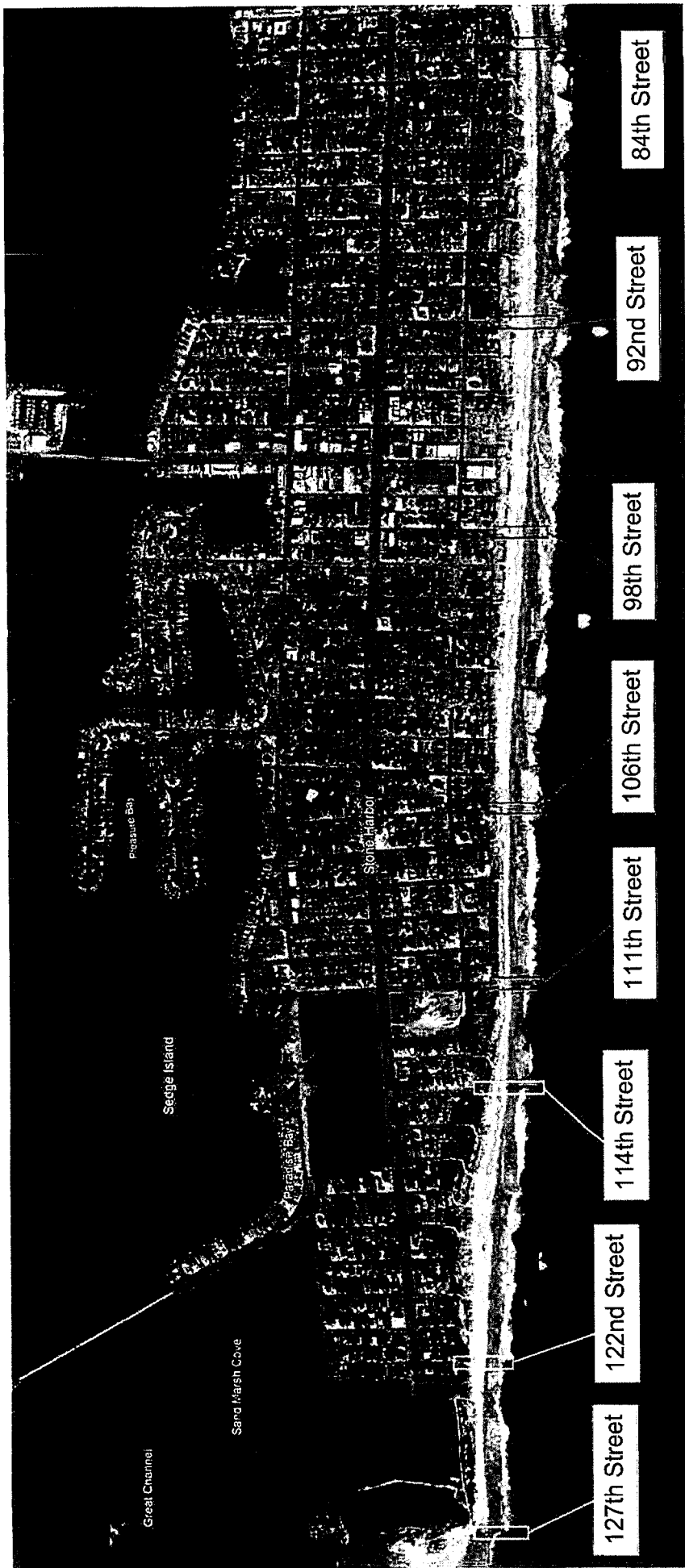
To complete the above referenced scope of work, our professional service fee is **\$8,500.00**.



Should you have any questions or require additional information, please do not hesitate to contact me at our office.

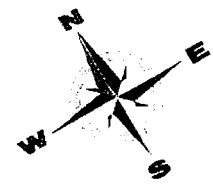
Very truly yours,
DeBlasio & Associates, P.C.


Marc DeBlasio, P.E., P.P., C.M.E.
President
T: 609-854-3311
Marc@deblasioassoc.com

Cc: Councilman Reese Moore (via email w/encl.)
Jim Craft, CFO (via email w/encl.)
Kim Stevenson, Clerk (via email w/encl.)
Manny Parada, P.E., Director of Public Works (via email w/encl.)



-  — Groin measurements only
-  — Groin measurements and beach profile



PROJECT LOCATION MAP
 OCEAN FRONT FEASIBILITY STUDY-BEACH SURVEY SERVICES
 Borough of Stone Harbor, Cape May County, New Jersey
 Date: 7/20/2022

BOROUGH OF STONE HARBOR

Cape May County, New Jersey

RESOLUTION

**AWARDING A CONTRACT
FOR BEACH ADA RAMP & PAVILION REPLACEMENT – PHASE I I**

WHEREAS, six (6) bids were received by the Stone Harbor Municipal Clerk on July 20, 2022 on the Borough’s Notice to Bidders for the aforementioned project in accordance with the specifications prepared by DeBlasio & Associates, the Borough Engineer, bearing project number D & A Project #: SH-C-040, which specifications are hereby incorporated herein and made a part hereof by reference, all in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*; and

WHEREAS, R.A. Walters & Son, Inc. 18 Hoffman Drive, Cape May Court House NJ 08210 was the lowest bidder at \$216,800 for the Base Bid and \$456,800 for the Alternate Bid but they failed to acknowledge Addendum #2 in their bid proposal. Pursuant to N.J.S.A. 40A:11-23.2€, failure to submit the acknowledgement of an addendum shall be deemed a fatal defect that renders the bid proposal unresponsive.; and

WHEREAS, Vulcan Construction, Inc. 3 Hance Drive, Cookstown, NJ 08511 submitted the second lowest conforming base bid in the amount of \$250,100 and alternate bid in the amount of \$460,200; and

WHEREAS, the Borough Engineer has recommended that the contract be awarded to Vulcan Construction, Inc. and the bid has been found to be responsible and in conformity by the Borough Solicitor; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds are available as evidenced by the Chief Financial Officer’s Certification attached hereto to proceed with Alternate Bid #1.

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 2nd day of August, 2022, as follows;

- 1. That the preamble of this Resolution is hereby incorporated herein by reference;
- 2. That the contract for the aforementioned project bearing DeBlasio & Associates project number D & A Project #: SH-C-040 be and the same is hereby awarded to Vulcan Construction, Inc. in the amount of \$460,200.
- 3. That the Mayor and Clerk are hereby authorized and directed to execute the contract for same in accordance with the bid submitted and incorporated herein as stated above.
- 4. That the Borough Engineer is hereby directed and authorized to issue an appropriate Notice of Award and Notice to Proceed as called for within the contract.
- 5. That the Borough Clerk is authorized to return the bonds of the unsuccessful bidders

Offered bySeconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on theday of2022

.....
Borough Clerk

The above resolution approved thisday of2022

.....
Mayor

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

July 21, 2022

VIA EMAIL & REGULAR MAIL

Ms. Kim Stevenson, Clerk
Borough of Stone Harbor
9508 Second Avenue
Stone Harbor, New Jersey 08247

**Re: Borough of Stone Harbor
Beach ADA Ramp & Pavilion Replacement – Phase II
D&A File #: SH-C-040**

Dear Ms. Stevenson:

We have tabulated the six (6) bids received on July 20, 2022 with reference to the above captioned project and find the responsible low bidder to be Vulcan Construction, Inc., 3 Hance Drive, Cookstown, NJ 08511, in the amount of \$460,200.00 for the Alternate Bid #1. A copy of the bid tabulation is enclosed for your review.

Please note that the low bidder was R.A. Walters & Son, Inc., but they failed to acknowledge Addendum #2 in their bid proposal. Pursuant to N.J.S.A.40A:11-23.2(e), failure to submit the acknowledgement of an addendum shall be deemed a fatal defect that renders the bid proposal unresponsive.

Therefore, in accordance with the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the contract should be awarded to the lowest responsible bidder, which appears to be Vulcan Construction, Inc. The award should be contingent upon approval of your solicitor and monies being available.

Should you have any questions or require any additional information, please do not hesitate to contact me at our office.

Very truly yours,
DeBlasio & Associates, P.C.



Marc DeBlasio, P.E., P.P., C.M.E.
President
T: 609-854-3311
Marc@deblasioassoc.com

MD:eb

cc: Councilman Reese Moore (via email w/encl.)
Robert Smith, Administrator (via email w/encl.)
Marcus Karavan, Borough Solicitor (via email w/encl.)
Manuel Parada, P.E., Director of Public Works (via email e/encl.)
Jim Craft, CFO (via email w/encl.)

BID TABULATION - ALTERNATE BID #1

Project Name: Beach ADA Ramps & Pavilions Replacement - Phase II
D&A Project #: SH-C-040
Client: Borough of Stone Harbor
Bid Opening Date: 7/20/2022

Item #	DESCRIPTION	QUANTITY & UNITS	R.A. Walters & Son, Inc. 18 Hoffman Drive Cape May Court House, NJ 08210		Vulcan Construction, Inc. 3 Hance Drive Cookstown, NJ 08511		Fred Schiavone Construction P.O. Box 416 Malaga, NJ 08328		Walters Marine Construction 414 Woodbine-Oceanview Rd. Ocean View, NJ 08230		JPC Group, Inc. 1228 Blackwood-Barnsboro Rd Blackwood, NJ 08012		Agate Construction Company 1030 Route 83 Clermont, NJ 08210	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
ALTERNATE BID #1 (88TH STREET AND 101ST STREET)														
A1	TRAFFIC CONTROL	LUMP SUM	\$10,000.00	\$10,000.00	\$200.00	\$200.00	\$1,200.00	\$1,200.00	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00
A2	CLEARING SITE	LUMP SUM	\$35,000.00	\$35,000.00	\$180,000.00	\$180,000.00	\$78,700.00	\$78,700.00	\$54,000.00	\$54,000.00	\$45,000.00	\$45,000.00	\$220,000.00	\$220,000.00
A3	ADA ACCESSIBLE BEACH RAMP AND APPROACH - 88TH STREET	LUMP SUM	\$76,800.00	\$76,800.00	\$60,000.00	\$60,000.00	\$95,500.00	\$95,500.00	\$103,000.00	\$103,000.00	\$125,000.00	\$125,000.00	\$142,450.00	\$142,450.00
A4	REPLACEMENT OF EXISTING PAVILION - 88TH STREET	LUMP SUM	\$95,000.00	\$95,000.00	\$90,000.00	\$90,000.00	\$109,700.00	\$109,700.00	\$127,000.00	\$127,000.00	\$115,000.00	\$115,000.00	\$105,000.00	\$105,000.00
A5	ALLOWANCE	20,000	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
A6	ADA ACCESSIBLE BEACH RAMP AND APPROACH - 101ST STREET	LUMP SUM	\$130,000.00	\$130,000.00	\$40,000.00	\$40,000.00	\$132,000.00	\$132,000.00	\$143,000.00	\$143,000.00	\$125,000.00	\$125,000.00	\$151,000.00	\$151,000.00
A7	REPLACEMENT OF EXISTING PAVILION - 101ST STREET	LUMP SUM	\$90,000.00	\$90,000.00	\$70,000.00	\$70,000.00	\$112,700.00	\$112,700.00	\$135,000.00	\$135,000.00	\$120,000.00	\$120,000.00	\$95,000.00	\$95,000.00
Total Amount Bid Based on Estimated Quantities for Alternate Bid #1 Items A1 - A7:				\$456,800.00		\$460,200.00		\$549,800.00		\$585,000.00		\$560,000.00		\$738,450.00

Kim Stevenson

From: Jenny Olson
Sent: Monday, August 8, 2022 4:16 PM
To: Kim Stevenson; Robert Smith; Judith Davies-Dunhour; Reese Moore
Subject: tourism item for 8/16 meeting agenda

Below are Tourism items for the 8/16 Work Session & Council Meeting Agenda.

WORK SESSION:

2 Special Event Applications

- Stone Harbor Chamber of Commerce Merchants' Day Sidewalk Sale – August 27th
- Stone Harbor Chamber of Commerce Savor September Festival – Sept 23rd & 24th

COUNCIL:

Motion for approval of North East Longboard Jr Pro & Open Surf Contest – Sept 17th & 18th

Motion for approval of Stone Harbor Chamber of Commerce Merchants' Day Sidewalk Sale – August 27th

Thanks,
Jenny



JENNY OLSON | Director of Tourism & Public Information | Borough of Stone Harbor
9508 Second Avenue, Stone Harbor, NJ 08247

Tourism@shnj.org | ph: 609.368.5102 x340 | cell: 609.780.0988

SHNJ.ORG



FESTIVAL & OTHER SPECIAL EVENTS

- 1) Name of Event: North East Longboard Jr. Pro & Open
- 2) Address of Event: 110th Street Beach
- 3) Setup Time: 8:00 am/pm Start Time: 10:00 am/pm End Time: 4:00 am/pm
- 4) Purpose of Event: Promote and create more opportunity for young longboarders.
- 5) Beneficiary: American Legion Post 331
- 6) Number of Attendees Expected: 50 max. Entrance Fee Charged: \$25.00 \$50.00
- 7) Location(s) of barricades, street closings or signage (identify on site-plan): No street closings or no parking signage.
- 8) Number of Non-Food Vendor Spaces: 0 Number of Food Vendor Spaces: 0
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

Permit #: NR

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.
All 501c 3 organizations requesting use of Borough amenities requesting any items listed above, must do so in writing on this application.
None
- 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)
None
- 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.
None

12) Location(s) of Portable Toilet(s) (identify on site-plan):

I might need portable toilets. Just let me know
where I could have them set up? End of the Street...

13) 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) 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: I will need to use a
a generator for the speaker system to announce hours.

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: I will have a one year scaffolding set up but I
can break down at the end of the day.

8) Describe how you plan to provide security for the event? This is Stone Harbor I
don't lock my car in this town.

9) Miscellaneous needs from Public Works, Fire or Police? I shouldn't need anything. This is
a small event and will run in one day. It is going to
be for the kids and to bring the referee together once a year.

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	



Date of Application

08/11/22

WMA/RS

circ. 8/11/22

Work session 8/16/22

Council 8/16/22

Borough of Stone Harbor 2022 Special Event Application

Name of Event:

Stone Harbor Merchants Day Sidewalk Sale

Date of Event:

Sat, Aug 27th

Time of Event:

9am - 7pm

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

Sidewalk sale

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 policies. Borough Council retains the discretion to waive any provision of this chapter where deemed appropriate in the sole discretion of the Borough Council.

APPLICANT INFORMATION

1) Name of Organization:

Stone Harbor Chamber of Commerce

2) Address of Organization:

212 96th Street

Stone Harbor NJ 08247

3) Contact Person:

Marnie Leagle

Phone:

[REDACTED]

4) Email:

[REDACTED]

5) Is your organization tax exempt?

NO

Tax ID #

22-2025195

6) Is this a non-profit event?

NO

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.*

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.

HOLD HARMLESS

To the fullest extent permitted by law, Mamie Leagle, 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: Mamie Leagle

BOROUGH OF STONE HARBOR

Cape May County, New Jersey

RESOLUTION

**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 of Stone Harbor 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. Attorney/Client Privilege

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stone Harbor, assembled in public session on August 16, 2022 that an Executive Session closed to the public shall be held on August 16, 2022 at or about 4:30 P.M. in the Borough Hall of the Borough of Stone Harbor, 9508 Second Avenue, Stone Harbor, New Jersey, for the discussion of matters relating to the specific items designated above.

Official action may be taken as a result of said executive session.

It is anticipated that, in accordance with law and in a timely manner, the deliberations conducted in closed session may be disclosed to the public upon the determination of the Borough Council that the public interest will no longer be served by such confidentiality.

Offered by: _____ Seconded by: _____

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on the _____ day of August, 2022

Borough Clerk

The above resolution approved this _____ day of August, 2022

Mayor