

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

**August 16, 2022**

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

**ROLL CALL**

**PRESENT**

	Councilmembers
Judith M. Davies-Dunhour, Mayor	Reese Moore
Megan Brown, Deputy Borough Clerk	Bunny Parzych
Marcus Karavan, Solicitor	Robin Casper
Lisa Marcolongo, Assistant Administrator	Jennifer Gensemer
	Frank Dallahan
	Charles Krafczek

**SALUTE TO THE FLAG**

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 5, 2022.

**FOR THE RECORD, THIS WORK SESSION WAS HELD VIA VIDEO/TELEPHONE  
CONFERENCE IN A ZOOM FORMAT AS WELL AS IN PERSON**

The Mayor advised everyone present that the Borough Administrator is on vacation, Borough Clerk is sick, and the Borough Engineer has a personal obligation. Therefore, the following persons are filling in: Megan Brown, Deputy Clerk, Kate McGonagle (recording) and Bill Cathcart.

**REPORTS OF STANDING COMMITTEES**

**Public Safety Report – Councilmember Dallahan**

**Fire Department- Chief Roger Stanford**

Report for July 2022-

Busiest Month so far this year with 98 Fire Calls & 135 EMS Calls

Building Fires; 4 Cooking Fires; 3 Brush Fires; 32 EMS Assists; 3 Beach EMS Assists; 4 Motor Vehicle Accidents; 4 Surf Rescues; 6 Watercraft Rescues; 1 Gasoline Spill; 5 Natural Gas Leaks; 1 Arching Wire; 1 Medivac; 6 Cover Assignments; 2 Smoke Scares; 15 Fire Alarms and 8 Carbon Monoxide Alarms

**Police Department – Chief Tom Schutta**

Report for July 2022-

333 Motor vehicle stops; 57 Moving violations; 22 Motor vehicle accidents; 14 Suspicious Vehicle Complaints; 21 Animal Complaints; 4 OPRA requests completed & 4 Adults were Arrested

Stone Harbor Municipal Court Update: Court is still being held remotely and there are no issues of concern.

Personnel: 2 Newest Full time Officers will be starting the academy the week of 8/22 with expected graduation in January 2023. In the coming weeks Chief Schutta will be requesting approval from Mayor and Council as well as the Cape May County Prosecutors Office to hold over 1-2 Class 2 Officers into the fall to assist with coverage for the 2 officers in the academy. There is still one officer away on military leave, expected back on duty in October 2022. Summer seasonal officers are returning to college leaving limited part time officers.

Update on Accreditation: In July received final approval from NJ State of Chiefs of Police that

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the Stone Harbor Police Department has received accreditation. Special thanks to Sergeant Bartelone who is the accreditation manager and Captain Palmer who assisted with accreditation process.

**Beach Patrol- Captain Sandy Bosacco**

Report for July 2022-

3 Police calls; 1 EMS call; 8 Lost Children were found. There were no rescues to report. Captain Bosacco credited his staff with being proactive which resulted no instances requiring assistance.

Personnel Update: Captain Bosacco advised Mayor and Council that guards are starting to return to college so his staff is getting smaller.

After-Hours Program update: Captain Bosacco reported that there are still a lot of people swimming after hours and he currently has 3-4 guards staying until 7-7:30pm.

Beach Patrol Headquarters Update: Mr. Cathcart reported that an inspection for 2<sup>nd</sup> floor occupancy will be completed on 8/17. The electrical panel still has not been delivered which is causing delay on the certificate of occupancy. There is a long punch list of items that need to be reviewed, which is typical of project like this.

Mayor Davies-Dunhour reviewed the issue of the door placement on the side of the building. This matter was discussed with Council and all agree that this matter is not an issue and the door and roof overhang placement shall remain as is.

There is a new webcam on the building which provides views of the beach both north and south. This webcam was a joint project with the Borough and SHPOA.

**Office of Emergency Management – Deputy OEM Coordinator, Roger Stanford**

Chief Stanford was joined by Frank Vault. Jonathan Lakose is currently on military leave until July 2023. Mr Vault will be filling the vacancy of OEM Coordinator as well as the vacancy on the Planning Board. Mr. Vault has been active in the Stone Harbor Fire Company for over 20 years and has been involved in emergency response for every major storm over the years and will be receiving the required training for this position in October of 2022. Jonathan Lakose plans on returning to the position as OEM Coordinator once he returns.

Chief Stanford reported on the new LED sign has been installed at the Firehouse. The location has been placed strategically to allow for easy viewing at the 96<sup>th</sup> Street intersection. CODE Red sign-up information is displayed and sign up is encouraged.

Chief Stanford reminded everyone that it is Hurricane Season and to pay attention to weather related information.

Chief Stanford said he looks forward to working with Frank and Mayor Davies-Dunhour thanked Mr. Vault for stepping up to fill in on during Jonathan's military leave.

**Recreations and Tourism – Councilmember Jennifer Gensemer**

**Recreation – Shannon MacPherson, Rec Director**

Shannon reported to council that the Sports Clinics and Arts and Crafts ended this past week and repeated the fact that the Rec Department was able to add more registrations and extend all the programs. Shannon stated that she is very proud of the coaching staff and was pleased with the interaction they had with the children. The Rec Department ended their season with a party and was pleased to hear many compliments on the programming and staff.

Shannon is hoping to expand the programs in the future and will have an update on revenue by the end of summer which will help in providing an analysis on the increase in programming in the 2022 summer season. The Basketball clinic also ended last week with some excitement in

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the playoffs. The hoops at 96<sup>th</sup> Street were installed and repairs to the court were made which allowed for playoffs at this court.

A bike safety clinic was held at the Rec center with the assistance of the Stone Harbor Police Department. This was a great start to plan for promoting bike safety and Shannon is hopeful to continue this program in 2023.

Pickleball and Tennis is still going strong. A Paddle Tennis Tournament is being held August 21<sup>st</sup> @ 10:30am at 96<sup>th</sup> Street. There will also be clinic held to promote paddle tennis on Friday and Saturday before the event.

There are still several recreations activities still being offered through the Rec Department such as Boot Camp, Yoga, swell session, etc.

### **Tourism – Jenny Olson, Tourism Director**

#### **Special Event Applications**

**Stone Harbor Chamber of Commerce, Merchant Day Sidewalk Sale**-Saturday, August 27<sup>th</sup>. 9am-7pm. Request does not require any street closures or Public Works Assistance. Application has been approved by the Department Heads and will be presented at tonight regular council meeting for approval.

**Stone Harbor Chamber of Commerce, Savor September**-Friday & Saturday, September 23 and 24<sup>th</sup>. Request is for the annual En Blanc Dinner and Savor Festival. Location for the En Blanc Dinner is the 95<sup>th</sup> Street parking lot. The Savor September event will require closure of the 200 Block of 96<sup>th</sup> Street and they are requesting the use of the water tower parking lot for vendor parking and assistance from Public Works through out the day. The council reviewed the availability of the 95<sup>th</sup> Street due to the Beach Patrol building construction however it was determined there should be no issue.

**Seashore Ace, Contractor Appreciation Day**- Friday, October 7<sup>th</sup>, 10am to 2pm. Setup begins at 9am. This event is a thank you and networking event for customers and contractors and they are requesting use of 8 parking spaces in the parking lot adjacent to their store. There will be 5 10X10 tents. This application was returned denied since it did not meet the requirements of the ordinance, specifically the non-profit requirement. This event was hosted before however this was prior to the ordinance change which requires a non-profit applicant. A discussion on the ability for Council to override the ordinance restrictions and authorize was completed and it was agreed that the Ordinance should include the criteria in which council would approve an application. This application will be presented at the September 6<sup>th</sup> Council meeting for approval/denial.

**ProFlight Paddle Tournament – Social Affair Permit** - Mayor and Council reviewed the process of social affair permit applications. The Borough Clerk and Chief of Police need to authorize. Mayor Davie-Dunhour wanted to be sure that council was aware that there will be alcohol sold at this event and possibly establish procedure for notification and acceptance prior to approval of a social affair permit. Mayor Davies-Dunhour stressed the importance of proper review of the process and the effect on future events which request social affair permits and whether there should be alcohol at recreation events.

Councilmember Moore explained that he was conflicted and Councilmember Dallahan feels that this event is nation ranked and good exposure and if handled properly should be acceptable. Councilmember Krafczek feels each application should be reviewed individually. Councilmember Gensemer reviewed tax exempt status versus non-profit with the Solicitor. Councilmember Casper is in support of the Social Affair permit at this event.

Both Jenny and Shannon will be at the event monitoring the alcohol sales and the event is enclosed in one specific area. The event sponsors will have volunteers assisting as well. They

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are anticipating 500 spectators. Consensus of the governing body is to allow for the approval of the Social Affair permit application.

### **Natural Resource Committee – Councilmember Robin Casper**

#### **Doug Gaffney- Coastal Engineer**

**Beach Nourishment Update:** There are continuing conversations with NJDEP and Army Corp of Engineers, so process is moving forward. As of today, there is a review of the 95% plans and specifications is complete, with minimal changes being made. Doug advised that there was a change to one of the fill areas. After the bid and cost per cubic yard is determined there may be adjustments made to the plan. Within the next two weeks there should be a cost share report which will list the shared cost expected from Stone Harbor which is estimated to be \$2 million dollars.

The first draft of the Municipal Public Access Plan, which is a requirement in obtaining the general permit, is complete. The General Permit expires September 30<sup>th</sup>. The Individual permit will be processed once the feasibility study has been completed.

Councilmember Parzych asked if there were any additional burrow sites determined at this point. Mr. Gaffney explained that additional burrow sites is a long-term effort probably occurring in the spring/summer but could take up to 2 years to determine.

**Stone Harbor Point:** Update from NJDEP, no nesting activity at this time. There are 2 pairs of Piping Plover, 21 pairs of Oyster Catchers. The colonies of the Least Terns, Black Skimmers and Common Terns have all failed mostly due to weather and predation on all levels.

**Stone Harbor Museum Gala:** Councilmember Casper reminded everyone of the event scheduled for August 24<sup>th</sup>, 2022 @ The Reed's 5-8pm. Honoring Bob & Josee Rich.

### **Discussion:**

#### **Salary Ordinance Amendments**

Councilmember Moore explained the reason for review of the current ordinance was to ensure competitive salaries and proper job titles are listed. The Ordinance amendment is scheduled for introduction on September 6, 2022. Mayor Davies-Dunhour reviewed the job titles that are included in the amendment and advised council to review and present any questions/concerns. Councilmember Parzych questioned what the changes were in relation to the original ordinance. Councilmember Moore reviewed the changes. The specific ordinance changes will be included in the agenda for September 6, 2022.

#### **Structure of Public Works**

Councilmember Moore reviewed a discussion at the Public Works Committee meeting which recommends a change within the Borough Code for the Director of Public Works. The change recommended is to include a reporting structure to this position noting that the Director of Public Works is to report to the Borough Administrator.

Councilmember Parzych reviewed an article in the Cape May County Herald on August 10<sup>th</sup> which compared Borough Administrators responsibilities and salaries throughout Cape May County. Councilmember Parzych indicated that the article stated that the role of the Borough Administrator is not to be a managerial position which oversees departments within the borough. Mayor Davies-Dunhour reviewed the duties of the Borough Administrator within the Borough code for Stone Harbor which states the following: Integrates and coordinate the functions of all departments with the general administration in carrying out Borough functions and the policies of the Borough Council. Mayor and Council discussed the Borough Administrator roles and responsibilities and the reporting structure for Department Heads, Borough Administrator and Mayor and Council. There was a discussion on the need for proper

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structure within the Borough for reporting purposes and that the change being proposed will provide clarity on who the Director of Public Works will report to.

**Support of the Cape May County Bridge Commission**

The Mayor explained that she received correspondence dated August 9, 2022 from the Chief Engineer of the Cape May County Bridge Commission asking for support from various Mayor's on the barrier islands for a grant that is being filed for a US Department of Transportation Grant under the Infrastructure Investment and Jobs Act which involves four (4) bridges; The Grassy Sound Bridge; The Great Channel Bridge, The Townsend Inlet Bridge and the Corson's Inlet Bridge. A sample letter was provided and the Mayor signed in support of this grant application.

**Time of Council Meetings**

SHPOA sent a survey to their members to determine a time when they would most likely want the council meetings held. The survey determined that participation at council meetings is driven by the agenda items. Councilmember Moore thanked SHPOA for completing the survey. Councilmember Parzych feels that the ability to view via ZOOM and watch previously recorded council sessions is a plus. Councilmember Krafczek would like to alternate a morning (daytime) meeting and one evening meeting. Councilmember Moore offered a start of the work session at 3:00pm which would offer an opportunity for borough employees reporting to do so within their scheduled hours. Councilman Dallahan wanted it noted that when borough employees are attending council meeting, they are not working in their capacity within their office. Councilmembers also discussed the method of reporting from Borough Employees. Councilmember Gensemer would like to find a way to make council meeting run more efficiently. Councilmember Casper finds it acceptable to stay with the current schedule with a hard stop for work session discussion. OPMA requires advertisement of a specific time for council meeting advertisement. Council agrees to be more aware of items for discussion and be best prepared to ensure an orderly format of council meetings in the future.

No Further Discussion

Upon Motion by: Councilmember Frank Dallahan  
Seconded by: Councilmember Charles Krafczek

That the Work Session Meeting of Mayor and Council be adjourned at 6:01p.m.

**Vote 6 Councilmembers AYE**

APPROVED *September 16*, 2022

*Joseph P. Casper*, Mayor

ATTEST *Kim O'Rourke*, Borough Clerk