

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

August 2, 2022

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

ROLL CALL

PRESENT

Judith M. Davies-Dunhour, Mayor
Kim Stevenson, Borough Clerk
Steve Morris, Solicitor
Robert Smith, Borough Administrator
James Craft, CFO

Councilmembers
Reese Moore
Bunny Parzych
Robin Casper
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**

Update of 2022 Committee Goals

A&F Committee: Councilmember Charles Krafczek

Councilmember Krafczek noted that the number one goal for 2022 was passing an Ordinance requiring backfill at the bulkheads which was an accomplishment. This Ordinance will be a huge asset with mitigating flooding along the back bays.

Councilmember Krafczek also commented on the professional staffing that has been put in place in 2022 and further stated that continued reviews of spending will be monitored to keep cost down.

Public Works Committee: Councilmember Reese Moore

Councilmember Moore stated that the number one goal for 2022 has been fulfilled by the hiring of Public Works Director, Manny Parada.

Funding for large initiatives is being reviewed. Marc DeBlasio hosted a meeting this morning with NJDEP to review funding opportunities within the IBank application which can offer low interest/no interest loans for these projects.

93rd Street Pump Station: There will be discussion at the regular meeting suggesting terminating the contract with Mott MacDonald and moving forward with alternate plans.

Public Safety: Councilman Frank Dallahan

Focus on Training: Boat safety and procedure in place for lightning safety – both have been accomplished.

Completion of the Beach Patrol Building: Currently awaiting Certificate of Occupancy, beach patrol is successfully working within the building with temporary CO.

Fire Department Goals: Timely service of Fire Department and EMS – implement part time employees for the summer season.

Police Department: Promote bike safety and have more police presence at Stone Harbor Elementary school – both goals have been accomplished.

OEM: Replacement of OEM Director

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Rec & Tourism Committee: Councilmember Jennifer Gensemer

Recreation – Recreation Director, Shannon MacPherson provided the following update:

Expanding recreation programs – was 30 person limit; now 45 - due to reliable and enthusiastic coaching staff
Basketball league – highest numbers reported with 263 boys & 160 girls
Paddle Tennis Expansion: Plans are being made to expand in the shoulder season
Continue with tennis and pickleball clinics
Adding more fitness classes in 2023
Adding more activities in the shoulder season
Increase in the marina: Fishing and Crabbing was extended to 4 days
Marine science class – new in 2022

Councilmember Gensemer is still working on bringing back a Captain Kramer equivalent at the marina in the future. She thanked Shannon for her enthusiasm and looks forward to working with her on future projects.

Tourism – Tourism Director, Jenny Olson

Jenny reported that she is now working more closely with Public Works, the Police Department and Rec Department collaborating borough events and special events. In addition, she is now able to utilize rec staff employees who assisted with this year's beach fit, triathlon, color run, and surfside 7 rugby tournament.

Utilizing the marina area: 2nd year for Festival of Lights food truck festival hosted approximately 3000 people.

The Classic and vintage car show is scheduled for October and Jenny is also encouraging outside organizers to use the offseason (Fall/spring).

Utilities – Councilmember Bunny Parzych

Number one goal for utilities – update on chloritizations of the wells at 80th and 96th Street. This project is slated to begin in the fall.

Upgrade to meter reading system: almost complete. Approx 40 pits still require upgrade.

Rebuild of 114th Street lift station: Prefab building ordered was to include generators. The generators are back ordered which is delaying the project. Project may have to be pushed back until Fall of 2023.

Natural Resources – Councilmember Robin Casper

Plan in place for beach replenishment which is being worked on. Preconstruction survey will be completed in December. Corp beachfill planning continues on schedule with beach nourishment slated for this winter.

Finalization of Stormwater Master Plan – successfully completed and adopted by council in April 2022.

114th Street Sewer Pump Station shared project with Utilities.

Huge hope of humane wildlife management in cooperation with DEP and APHIS – to better deal with predator issues. Will work on this fall.

REPORTS OF STANDING COMMITTEES

A&F Report – Councilmember Krafczek

Engineer Report- Marc Deblasio

All work for 2021 Utility and Road Program has been completed and is ready to be closed out at a savings of \$203,000 for the Borough.

Adding 3 projects: 80th St Well house
 96th Street Water Treatment Plant
 Paving of 95th Street Parking Lot

Results in an increase in cost of \$161,000 however the credit of \$203,000 on the 2021 Utility and Road program offsets that cost.

Beach Patrol Building Update: Temporary Certificate of Occupancy is expected for entire building is next week, set back was due to handrail issues. The electric panel is expected to be placed in September and at that time a final CO can be issued.

Design Plan for Third Avenue water and sewer upgrades are on hold until details/coordination efforts with the 93rd Street Pump Station are resolved.

DeBlasio & Associates submitted a proposal to slip line the 114th Street Sanitary Sewer Line at the Bird Sanctuary. If council approves the proposal on the agenda this evening their office will move forward with preparing bid documents for this project.

DeBlasio and Associates is hopeful that application to the IBank loan will result in low interest loans and/or grants funding.

The Villa Maria Project: 112th Street water/sewer is in place and have been tested and have been accepted.

Tax Collector: Deb Candelore

Tax bills have arrived and will be mailed on August 3rd. The grace period has been extended until August 29th.

Council discussed the increase in the tax rate even though Stone Harbor had no tax increase in 2022. Jim Craft explained that Stone Harbor home values increased the most over other communities in Cape May County which resulted in a higher levy being applied to our town. A tax increase in the amount of 5 ½% to our residents is due to county tax increase and library tax increase. Jim explained that if the county did not assess the percentage of tax for each municipality based on overall value there would be little reason for town to re-evaluate their assessments.

County budget hearings are held in February each year and the public is welcome to attend and comment on the proposed increase.

Tax Assessor: Margaret Slavin

The sampling period for the county review is from 7/1 to 6/30. Stone Harbor's ratio is 80.88%. Ratio is based on two year weighed average. The value of Stone Harbor went up over 10% over the course of two years. Problem with completing a reval at this point is that the market is so volatile and unpredictable.

Deeds are down the month of July to 9 compared to last year at 35.

Margaret takes sales price and divides that into the assessment which determines the ratio. The past month ranges from 37% to 115%.

Margaret was tasked with providing a "simple" explanation of the determination of the County

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tax rate and how the sales within our town effect that percentage which can be explained clearly to residents.

Construction: Ray Poudrier

Construction and Zoning permits are slightly down compared to last year. Last time totals were this low was 2018.

Zoning board applications are scheduled through November. There are 5-6 properties expecting to demolish after Labor Day.

CRS Update: Kim Stevenson provided an update on the CRS program as requested at the July 19th Council meeting. The borough has been actively reviewing the criteria within our application and searching for a consultant to assist with gaining points scheduled to be lost due to ABFE changes within the higher regulatory standards activity. The loss of points is not due to lack of effort by the borough. The ABFE credits will be lost by all communities that accepted the regulatory mapping approved after Hurricane Sandy.

Open Space credits were discussed, and it was noted that Avalon has a significant amount of points awarded for open space, points that Stone Harbor will never be able to achieve. Continued efforts to gain points for open space as well as other actions within the CRS program.

Flood Prevention Ordinance Update: Ray explained many towns were trying to avoid updating their Flood Ordinances indicating that the DEP was forcing changes. The borough tabled this Ordinance and both Ray and Paul Baldini will be thoroughly reviewing the changes to ensure that guidelines within the CRS program are considered resulting in additional points being awarded to the borough for this effort. All changes will be reviewed closely with our ISO Specialist who reviews our CRS application.

Each Classification within the CRS Program offers a 5% savings on Flood Insurance Premiums. The Borough is currently a Class 5 – 25% savings.

Borough Clerk: Kim Stevenson

Reported transactions for the month of July for the Clerk's office totaling \$32,890. Thanked Mayor, Council and staff for their support during this first month as Borough Clerk.

CFO: Jim Craft – The yearly audit reporting requirements has been extended until the end of August. Jim does not foresee any issues or concerns with the audit.

Public Works Report – Councilmember Moore

Public Works Director: Manny Parada

Beaches, Streets & Marina: Point Road project is complete. Beach rake working every day; large holes are a concern. Jenny has assisted with posts asking residents and visitors to fill all holes dug along the beachfront. It is a concern for beach safety and beach structure. All requested tasks have been completed. Manny reported that he has reviewed the beach nourishment project and provided comments back to Mott MacDonald.

Grounds: Borough properties are cared for routinely. Requests for tree trimming along the Bird Sanctuary is still be reviewed.

Buildings: Maintaining concessions stands, painted police light fixtures, added antenna at Beach Patrol, installed new bollards at 122nd Street, updated lights at marina, repaired fire house HVAC unit, started janitorial services at Beach Patrol building, repaired bricks at 911 Memorial.

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Water/Sewer: Daily routine sampling and testing per DEP requirements is completed. There have been a lot of fats, oils and buildup (fob) at the 94th Street treatment facility which has required extra attention and the department has installed a rebuilt motor at 80th Street well which is a concern but should be resolved this week.

Manny completed a risk and resiliency analysis for the EPA – scored very well with a 75. The Borough has a very low risk to our water system and has the means to rebound quickly should there be a problem.

Trash Collection: Convenience center is still operating 7 days a week and used regularly. Solid waste: 362 tons in July. Single Stream recycling 147 tons in July. Grass/brush 7.9 tons.

Automotive: The Public Works Department is now a registered CDL training facility with USDOT. In addition, the department has begun completing the queries for CDL license holders.

Manny has begun work on key performance indicator reports which will assist with day to day decisions.

Councilmember Gensemer asked for an update on the tippers. Manny reported that the department has worked through the design issues and the first truck is due back this Thursday and will be tested. If there are no issues, one truck a week will be updated until entire fleet is complete.

Utility Report – Councilmember Parzych

114th Street Lift Station: The 114th Street sewer main runs under the Bird Sanctuary and the slip line will update the sewer main from Second to Third Avenue.

Final Change Order for 2021 Road Project – savings will be moved to cost associated with 80th Street Well and 96th Street Treatments Plant

IBank application Update: Moving forward – hopeful to obtain funding

Manhole at 95th Street and Second Avenue: Problems are caused due to main being too low which results in a backup at this intersection. This problem will continue to be evaluated until a solution is determined.

Meter upgrade in the Utilities Office continues to move forward.

Upgrades to Electric Meters: Ronnie Town of Atlantic City Electric will attend the next Utilities meeting to provide an update.

Water Diversion for July 2022 – 39,860 gallons – consumption continues to decrease.

Proposed changes to Department of Utilities Ordinance (10-37): Councilmember Parzych was disappointed with changes presented and presented her own version of the changes she would like to implement.

Councilmember Parzych explained that she thought the changes presented downgraded the Department of Utilities to a sub-department of the Department of Public Works. The Mayor explained that the Borough Code for the Department of Utilities is not being followed which has presented this change for review. Councilmember Parzych argued that the Department of Utilities has its own budget and must adhere to strict guidelines within the EPA/DEP. In addition, she stressed the need for a separate department noting several concerns with droughts, water supply, etc. When referencing the Utilities Collector, she would like to see that person report to the Director of Utilities not the CFO.

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Councilmember Moore explained that this Ordinance was brought here to review the organizational structure of this department. He stated that the Department of Utilities should be under the same umbrella as the Department of Public Works. Currently we have a Public Works Director that has the expertise of Utilities. There have been recommendations by consultants that the Utilities Department be combined with the Department of Public Works.

Councilmember Parzych is not looking to change the existing policy and procedure of the Utilities Department. Councilmember Moore stated that there needs to be a change to the existing Ordinance since it does not coincide with the organization of this department.

The driving force of this ordinance change is that the current ordinance indicates that the Utilities Department is under the direction of the Mayor and the Utilities Committee which is not the policy being followed. The council reviewed the need to have the departments report to the Borough Administrator who oversees the day-to-day operations.

Councilmember Parzych continued to mention the inconsistencies within our code book. Councilmember Gensemer brought up the need for the Utilities Director to report to the CFO, not the Director of Utilities. The financial responsibility of collections is significant and could be an audit concern. Councilmember Gensemer is not advocating for expanding municipal departments within the borough.

Councilmember Parzych would like a clear description within the title of Department of Utilities and wants to be sure the person named under the title has the specific qualifications needed to oversee the department.

Councilmember Dallahan recommends that the title be Director of Public Works and Utilities. Council wants the title to be clear within the organizational structure of the Borough. Councilmember Parzych wishes to discuss this further. Council agrees that there should be one department overseeing both Public Works and Utilities. Councilmember Parzych feels that this would be a downgrade to the Utilities Department. Mayor again stated that the change was to remove the Mayor as the person who oversees Utilities.

Further discussion determined that the majority of council is in favor of keeping the Director of Utilities under the same umbrella of the Director of Public Works and that the discussion be discontinued. It was recommended that this matter be taken back to the Utilities Committee for further review.

Discussion:

Tourism Director – Jenny Olson

Surf Contest – Hosted by American Legion. Jenny presented a new application for a Surf Contest. Kevin DeWald has partnered with the American Legion for this event. Any profits for this event will benefit Veterans. This event has been pushed back one week to September 17th & 18th. The new application will be brought forward for council approval at the August 16th council meeting.

Borough Council Meeting Schedule: The Mayor is proposing that we change one meeting a month to 9:00am and one meeting at 4:30pm. SHPOA is conducting a survey for consensus. There was concern regarding employees staying later in the day to attend. The Mayor stated that most meetings are attended according to agenda items not actual dates and times. There was mixed concerns presented by council members regarding the change. Council agreed to wait for survey results and discuss at a later date.

No Further Discussion

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Upon Motion by: Councilmember Frank Dallahan
Seconded by: Councilmember Reese Moore

That the Work Session Meeting of Mayor and Council be adjourned at 6:34p.m.

Vote 6 Councilmembers AYE

APPROVED *[Signature]*, 2022
[Signature], Mayor
ATTEST *[Signature]*, Borough Clerk