

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

**October 7, 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  
Lisa Marcolongo, Ass't Administrator  
Megan Brown, Deputy Clerk

Councilmembers  
Reese Moore  
Bunny Parzych  
Robin Casper  
Jennifer Gensemer - Absent  
Frank Dallahan  
Charles Krafczek

Mayor Davies-Dunhour announced that the meeting was now open. This meeting was called pursuant to the provisions of the Open Public Meetings Law. Notices of this meeting were sent via e-mail to the Atlantic City Press and Cape May County Herald on October 4<sup>th</sup>, 2022. In addition, copies of notices were posted on the bulletin board in the Municipal Building, on the front door, the Borough Website, the Borough Facebook page and filed in the office of the Municipal Clerk on aforementioned date. Notices on the Bulletin Board have remained continuously posted.

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

**SALUTE TO THE FLAG**

**REPORTS OF STANDING COMMITTEES**

**A&F Report – Councilmember Krafczek**

**Engineer Report- Marc Deblasio**

Beach Patrol Building: TCO for entire building has been issued and once the electric panel (which has been delayed due to a supply chain issue) is delivered and installed the final CO can be issued on the building.

**Bid Opening for the 114<sup>th</sup> Street Sanitary Sewer Slip Line Project:** was held on September 28<sup>th</sup> and the lower fair bidder was Mobile Dredging and Video Pipe in the amount of \$41,170.00.

**Bid Opening for the ADA & Beach Access Phase II:** was held on July 20<sup>th</sup> and the low bidder is Vulcan Construction in the amount of \$460,200.00. The Phase II Project is defined as the replacement of the two pavilions at 88<sup>th</sup> and 101<sup>st</sup> Street and associated ramps.

Both Bids are on the agenda for approval at today's regular meeting. Once the projects are approved construction can begin right away.

Underground Storage Tank Replacement: DeBalsio and Associated has submitted a proposal for the removal of existing tanks and replacement at the Public Works Facility. If the Borough decides to move forward with this project and the proposal is accepted work on this project can begin immediately.

**Grant Opportunities:** FEMA BRIC (Building Resilient Infrastructure Communities) Grant and Flood FMA (Flood Mitigation Assistance) Program.

Mr. DeBlasio, Borough Administrator Bob Smith and Jim Rutala met to review these grant opportunities. Mr. Rutala has provided a proposal for completing application for funding which will assist with cost associated with the 93<sup>rd</sup> Street Pump station and or variations of that project, and the FMA will assist with planning of areas outside the 93<sup>rd</sup> Street project – 89<sup>th</sup> Street to 99<sup>th</sup> Street.

Work Session, October 7, 2022

Both Grants are due by the end of November. Authorization of the proposal from Rutala and Associated would need to be approved at the next council meeting on October 18<sup>th</sup>. Mr. Smith advised Mayor and Council that a lot of the data needed to complete the application for grant funding was already in place and available from the original 93<sup>rd</sup> Street Pump station project.

Mr. DeBlasio advised that the BRIC program is receiving 2-3 times more funding than in the past.

FEMA has also completed the benefit cost analysis and Mr. Rutala feels that this puts the borough in a good position for grant funding opportunities. Mr. Rutala's proposal is for \$10,000.

**Tax Collector: Deb Candelore**

278 Delinquencies were sent in June

August 6 tax sale notices were sent- 4 were for tax 2 were fore water/sewer. All outstanding charges were paid prior to tax sale.

Revenue reports for September were presented:

Tax Collection for September: Prior Years Taxes \$5,250.81 Current Year: \$484,893.79 Preliminary: \$157,361.16, Interest: 6,678.91, Cost of Sale: \$113.91 NSF Fees: \$40.00 . Total Revenue: \$654,368.28.

Utilities Collections for September: Sewer \$387,140.85, Water \$317,607.61, Maintenance Infrastructure fees: \$5,007.75, Interest: \$262.78, Miscellaneous Revenue \$5,260.00, Fire Suppression Fees: \$2,275.00 Total Revenue: \$717,533.99

**Tax Assessor: Margaret Slavin**

Activity in the Tax Assessors office for the month of September included the following: 23 deeds – only 15 were actual sales; 4 COAH inspections, 15 certified lists completed and 15 inspections for pools for Added Assessments. Added assessment totals for 2022 were down to \$38,993,900.00. 28 new single-family homes for the Added Assessments. The ratio for 2023 went from 80.88% to 66.62% which means that the Borough is about 37% underassessed. This means that the apportionment for the county tax burden will be more for Stone Harbor. The status of the real estate market makes it difficult for a decision to be made regarding a reevaluation.

The Mayor and Council reviewed the Certification of the Table of Equalized Valuations. The Borough of Stone Harbor is currently assessed at \$7.5 million dollars in comparison to \$4.9 million. Borough Administrator Smith advised that a meeting to review valuations will be completed with the CFO, Jim Craft.

**Construction: Ray Poudrier – Absent**

**Borough Clerk: Kim Stevenson**

Reported transactions for the month of September for the Clerk's office total \$13,950.

Beach Vehicle Permit Applications for 2022 – sold from 9/1-9/30/22 was 226. In comparison to 2021 when the purchase of beach vehicle permits was from 9/1 through 3/31 the total number of permits sold was 235. This comparison was presented to review the permits sold since the Ordinance change.

The Borough Clerks office is proposing that guidelines be established for beach/ and pavilion weddings. The Clerk's office has prepared an application, rules and regulation and a proposed ordinance within Chapter 365 of the Borough Code. The proposed fee for this permit would be \$250. Mayor Davies-Dunhour would like the requirement of insurance to be added, Council agrees.

An Ordinance will be brought forward at the October 18<sup>th</sup> Council meeting for approval.

---

Work Session, October 7, 2022

**CFO: Jim Craft**

Beach Tag Sales: 2022 \$1,078,960. Compared to 2021 – 909,728.00 – up 18.6% or \$169,232. Revenue will cover expenditures (Lifeguard/taggers salaries & expenses) of the beach through the end of 2022. The number of seasonal tag sales was down approximately 2,000 from 2021. Normal drop in sales is approximately 1000-1200 tags. Avalon will be discussing an increase in the price of a seasonal tag estimated to be \$2 more per tag.

BAN Sale on Tuesday October 4, 2022 – the coupon rate on the sale is 5% however the successful bidder gave a premium of \$182,254.00 which brought the net interest down to 4.34%. Bond Council indicates this sale was comparable to sales over the past two weeks.

2023 Budget worksheets were sent out to all Departments:

11/21 Budgets are Due

11/30 Capital Budget are Due

December: Review of Budgets at Council Work Sessions

January – Review Capital Budgets and review any outstanding items from operating budgets

February: Summarize budgets, Introduce end of February

March: Public Hearing beginning of March/adopt end of March

**Public Works Report – Councilmember Moore**

Councilmember Moore read into the record a letter received from the Stone Harbor Chamber of Commerce. This letter expressed thanks and appreciation to the Public Works Department for their participation in the recent Savor September event.

Stormwater Pilot Program is being worked on and details will be provided by the Public Works Director in his report.

A reminder to residents that there is a link on the borough website where you can request off season trash pickup.

Effective May 1<sup>st</sup> 2023 all residents must be in compliance with the new ordinance requiring compliance with trash receptacles and size.

**Public Works Director: Manny Parada**

**Beaches, Streets & Marina:** Beach Raking is completed for the season. Handicap ramps were being cleared, rail fences repaired, sign replacements, pot hole patching and curb painting is being completed as needed. Checking docks and water lines at the marina and making repairs as needed. Assistance to the construction/upgrades at the American Legion are on hold. Councilmember Moore updated the council on the work completed thus far at the American Legion and encouraged them to review.

A new 25 MPH solar speed sign has been put in place at 84<sup>th</sup> Street and is functioning appropriately.

The County is completing work on the 104<sup>th</sup> Street bridge. The County has confirmed that this bridge is structurally sound and there is no concern for safety. The Ocean Drive Bridge will also undergo construction this winter and will be limited to one lane traffic beginning in December.

The Director is considering a parking change in the future and will present his ideas at the November 14<sup>th</sup> Council meeting for review and discussion.

Beaches were closed after the recent storm caused by Hurricane Ian. Emergency authorization is being reviewed so that work can be completed along the beachfront for repairs that are needed to allow for safe access.

---

**Buildings:** Concession stands have been removed from the beaches and are being stored at the 95<sup>th</sup> Street parking lot; HVAC Improvement have been completed in the court offices; Repairs to the firehouse heating system; Assisted with maintenance to the Clay and bocce courts; all decorations and banners are up; pole barn roof at the Public Works Facility was painted; playground inspections are being completed as of the end of September due to comments made at the last council meeting; assisted with several events in September.

**Stormwater:** Clearing stormwater drains in early September – was suspended due to the past storm and is scheduled to resume.

Stormwater Pilot Program: A committee has been formed to review flooding along the bayside. This committee has carefully reviewed the outfalls along the bayside and will be completing a pilot study along Sunset Drive between 92<sup>nd</sup> Street and 95<sup>th</sup> Street. Changes that could be made are easy and several non-compliant bulkheads, which allow for stormwater infiltration, are slated for upgrades by November 2022. Once the upgrades are completed butterfly valves will be installed between the last storm drain and the bulkhead at 93<sup>rd</sup>, 94<sup>th</sup> and 95<sup>th</sup> Street. The butterfly valve will be closed at high tide events, this will prevent water from coming back in from the bay and flooding the streets. Manny is currently researching pricing and does not feel that it is a large expense. If a SCADA system is put in place, it is easily adaptable.

**Grounds:** Lawns are being cut weekly, 2<sup>nd</sup> Avenues Islands edged bi-weekly; 82<sup>nd</sup> Street Rec field is cut weekly; urns and baskets are being watered daily; trash and debris is removed daily; flower beds still being weeded; assisted with 911 memorial shrubs and cleanup around the firemen's memorial ahead of September 11<sup>th</sup> services; Pine trees were trimmed at the south end parking lot.

**Trash Collection:** Convenience center is still operating 7 days a week and has experienced a drop off in use due to the off season. Solid waste: 192 tons in September. Single Stream recycling 170 tons in September. 1/2 ton of wood pallets were removed, 47 tons of bulk waster and 5.6 tons of brush, branches, and limbs, .39 tons of e waste. The next bulk trash pick up is scheduled for Tuesday, October 11<sup>th</sup>.

Modified Tipper is acceptable and the 2<sup>nd</sup> trash truck is being retrofitted.

**Automotive:** Still maintaining all fire department, police department and beach patrol vehicles.

Mayor Davies-Dunhour asked about the upcoming beach sweep. Manny is waiting to see the reports from the DEP once they have completed the report of damages along our beachfronts. This report is expected on Tuesday, October 11<sup>th</sup>. Once reviewed a determination will be made regarding events along our beachfronts which include the Beach Sweep scheduled for October 22 and the Surf Contests scheduled for October 15<sup>th</sup>. The likelihood of cancelling these events is high. Manny added that the scarping along our beachfront at the north end is very rare.

### **Utility Report – Councilmember Parzych**

**Water/Sewer Report/Manny Parada:** Continue taking samples which are submitted timely to DEP; static levels are being recorded, station reports are still being completed; fire hydrant flushing is being scheduled; Lennegan Plumbing has returned and has 29 of the 40 meters fixed (in concrete) expected to be completed next week; Registered with NJDEP with the Emergency Management Program; 4 employees taking base level operator course.

Councilmember Parzych reviewed the recent bid opening and cost. The systems for the chlorination changeover have been ordered however work will not commence until the winter months when population is at its lowest. The IBank application is in progress.

Councilmember Parzych presented some important budgetary issues that the Utilities committee has been reviewing within several meeting over the past two weeks.

---

Work Session, October 7, 2022

Councilmember Parzych reminded everyone that the Utilities Department has a separate budget which is funded with water/sewer fees. All cost and dept of delivery of clean water and processing of the sewer waste must be paid for by water/sewer receipts.

The State of NJ has mandated that all lead be removed from the water service lines by 2031. The Borough of Stone Harbor actively upgrades the utilities within our roadways however this comes at a large expense. Each block cost approximately \$600,000 – 2/3 of the cost is assigned to the water/sewer utility. The Cape May County MUA processing fee has gradually increased, and cost must be passed on to consumers. Cost associated with maintenance of wells and lift stations, processing and delivery of clean water, chlorination of water, record keeping etc. has resulted in a unanimous decision to raise water and sewer rates at approximately 8%. Higher users will see an increase, flat rate will be reduced. The Utilities Committee will have an ordinance ready for a vote within the next month having the new rates in place for 2023.

2022

September usage 28.284 million gallons  
66% of the borough water allocation

2021

September usage 29.855 million gallons – 1.5 million gallons more than this year  
74% of water allocation

Reminder: Beginning January 2023 no more spray watering between the curb and the sidewalk. Drip irrigation is permissible.

Mayor Davies-Dunhour asked when the new rates would go into effect if the Ordinance is passed increasing water/sewer rates. Mayor recommends that the rate increase be brought forward for public review prior to the Ordinance being introduced. Proposed Ordinance must be reviewed at the October 18<sup>th</sup> Council meeting, will be discussed at the work session.

**Discussion:** None

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

That the Work Session Meeting of Mayor and Council be adjourned at 10:10a.m.

**Vote**                      **5 Councilmembers**   **AYE**

APPROVED: October 18, 2022

\_\_\_\_\_, Mayor

ATTEST \_\_\_\_\_, Borough Clerk

---