

Regular meeting of the Harbor Commission of the Borough of Atlantic Highlands was held Tuesday, February 8, 2011 at Borough Hall, 100 First Avenue, Atlantic Highlands, New Jersey.

Meeting was called to order at 7:00 P.M. with the following roll call:

PRESENT: Hoffmann, McDonald, Curry, Frotton, Dellosso

ABSENT: Thompson who was excused.

Also present were Attorney Corodemus who arrived at 7:10 PM, , Harbor Master Bate, Assistant Harbor Master Amici, Administrator Hubeny and Mrs. Cassese.

Mrs. Frotton announced that this Regular Meeting of the Atlantic Highlands Harbor Commission is called pursuant the provisions of the Open Public Meetings Law. Adequate notice has been provided by transmitting the Resolution of Annual Meetings to the Asbury Park Press and The Two River Times and by posting it on the bulletin boards in the Harbor Office and Borough Hall reserved for such announcements and by filing it with the Municipal Clerk on January 6, 2011. This agenda is complete to the extent known and formal action will be taken.

#### CORRESPONDENCE:

Mrs. Frotton read letter from Sandy Hook Bay Anglers requesting to hold the Annual Fluke Tournament on 7/9 and 7/10/2011 and Captains meeting in the Senior Building on 7/8/11. They also requested to use the fishing pier for the Snapper Tournament on 7/17/2011.

Mr. Curry offered a motion to grant all of the requests, seconded by Mrs. Marchetti and upon roll call were unanimously carried.

#### ADMINISTRATION:

Mr. McDonald offered a motion approving minutes of the Regular Meeting held 1/11/11 as recorded, seconded by Mr. Hoffmann and upon roll call was carried. Mrs. Marchetti abstained.

Mr. McDonald offered a motion approving the Payment of Bills, seconded by Mr. Dellosso and upon roll was unanimously carried.

#### COMMITTEE REPORTS:

Clean Marina: No report.

Operations/Special events:

Mr. Hoffmann reviewed the proposed renovations to Pier 4 and advised the project would not be done until 2013-2015. He will compile cost estimates, etc. for the next meeting. He also advised that numerous floats throughout the marina need to be replaced and funds should be allocated for this purpose. Mr. Bate advised the DEP should be contacted regarding the Pier 4 project to determine if the project could be done.

Mr. Hoffmann also reported he had received a contract for the fireworks. Mr. Hoffmann offered motion to move forward with the fireworks project, seconded by Mr. McDonald and upon roll all was carried.

Leases: No report.

Finance: No report.

Personnel: No report.

Mrs. Frotton invited Mr. Reed Murphy and Mr. Jason Welch of York-Jersey Underwriters to address the Commission regarding their firm and the proposal they had submitted. Their main office is in Tinton Falls and they have about thirty- three carriers.

Discussion was held insurance claims of the Borough occasionally denied by other agencies such as FEMA. Mr. Murphy indicated his agency would intercede on the Borough's behalf at no additional cost for the first year.

Mr. Hubeny asked how long it would take to obtain a quote and Mr. Murphy replied it would take about six or seven weeks.

Mrs. Frotton invited Shelley Kennedy, Community Events Committee to address the Commission on the Deck The Docks Contest for this coming summer. The theme will be

Atlantic Highland's rum runners and bootleggers. Prizes are credits toward slip fees for 2011 and are as follows: for the best lit category first prize \$300.00 credit, second prize \$200.00 credit and third prize \$100.00 credit. For the best unlit one prize of a \$100.00 credit. Trophies will be awarded to both first prize winners and a bronze plaque awarded to the best pier decoration. The trophies will cost \$50.00

Discussion was held on the appointment of an insurance broker of record.  
Mr. Delloso offered the following resolution and moved for adoption:

RESOLUTION NO.12/2011

APPOINTMENT OF HARBOR COMMISSION INSURANCE BROKER

WHEREAS, the Harbor Commission with its office at 2 Simon Lake Drive, Atlantic Highlands, NJ, through a fair and open process in accordance with N.J.S.A.19:44A-20.5 solicited proposals from qualified insurance brokers for the appointment and position of Harbor Commission Insurance Broker for the calendar year 2011, and

WHEREAS, proposals were opened on February 3, 2011, and later evaluated by the members of the Harbor Commission for the individual who was most advantageous, with due consideration to the qualifications, experience, compensation and other factors and criteria; and,

WHEREAS, the position of Harbor Commission Insurance Broker consists of performing those duties as prescribed in accordance with generally accepted brokerage standards and the laws and regulations of the State of New Jersey, and

WHEREAS, JOHN WELCH, YORK-JERSEY UNDERWRITERS, Tinton Falls, N.J. is and Insurance Broker licensed by the State of New Jersey who is experienced in brokerage procedures and meets all the requirements set forth in the Harbor Commission's proposal; and

WHEREAS, funds are or will be available for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Harbor Commission of the Borough of Atlantic Highlands, State of New Jersey, County of Monmouth, that the Borough Administrator and Chairman are hereby authorized and directed to execute an agreement with JOHN WELCH for Harbor Commission Insurance Broker for the year 2011, or until a successor is appointed and confirmed by the Harbor Commission, at a salary specified as per the contract.

Resolution was seconded by Mrs. Marchetti and adopted upon the following roll call vote:

AYES: Hoffmann, McDonald, Curry, Marchetti, Delloso, Frotton

NAYS: None

ABSENT: Thompson

Discussion was held on the appointment of a collection attorney.  
Mr. Hoffmann offered the following resolution and moved for adoption:

RESOLUTION NO. 13/2011

APPOINTMENT OF HARBOR COLLECTION ATTORNEY

WHEREAS, the Harbor Commission with its office at 2 Simon Lake Drive, Atlantic Highlands, New Jersey, County of Monmouth, through a fair and open process in accordance with N.J.S.A.19:44A-20.5 solicited proposals from qualified collection attorneys for the appointment and position of Harbor Commission Collection Attorney for the calendar year 2011; and

WHEREAS, proposals were opened January 30, 2011 and later evaluated by the members of the Harbor Commission for the individual who was most advantageous , with

due consideration to the qualifications, experience, compensation and other factors and criteria; and

WHEREAS, GEORGE VEITENGRUBER, III, ESQ. of Veitengruber Law LLC, Ocean Township, N.J. is a Collection Attorney licensed by the State of New Jersey who is experienced in municipal law and collection procedures and meets all the requirements set forth in the Harbor Commission's proposal; and

WHEREAS, funds are or will be available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED by the Harbor Commission of the Borough of Atlantic Highlands, State of New Jersey, County of Monmouth, that the Borough Administrator and Chairman are hereby authorized and directed to execute an agreement with GEORGE VEITENGRUBER for the appointment of Harbor Commission Collection Attorney for the year 2011, or until a successor is appointed and confirmed by the Harbor Commission, at a salary specified with additional collections services to be provided as per the contract.

Resolution was seconded by Mr. Delloso and adopted upon the following roll call vote:

AYES: Hoffmann, McDonald, Curry, Delloso, Frotton

NAYS: Marchetti

ABSENT: Thompson

#### ADMINISTRATOR'S REPORT:

Mr. Hubeny advised the deed restriction for the underground storage tanks has been reviewed and a "No Further Action Letter" should be obtained.

Mr. McDonald offered a motion to have the engineer prepare a NFA letter, seconded by Mr. Curry and upon roll call was unanimously carried.

Some FEMA money in the amount of \$155,000 has been received. A meeting will be held with NJSP and FEMA monies requested for repairs to the Bayshore Trail, some of which has been denied.

Discussion was held on the matter of the mooring field and anchorage area.

Discussion was held on increasing revenue in the Harbor. Mr. Hubeny asked that the commissioners review suggestions by Mr. Bate for their input.

#### ATTORNEY'S REPORT:

Mr. Corodemus discussed collection matters. Several judgments that he has obtained will be turned over to the Collections Attorney.

Mr. Corodemus advised the Policy Manual should be adopted as long as Commissioners have reviewed same. Mr. Corodemus also advised that this will be amended from time to time.

Mrs. Marchetti offered a motion to adopt the Policy Manual, seconded by Mr. Delloso and upon roll call was unanimously carried.

HARBOR MASTER'S REPORT: The Harbor Master's report is on file in the Harbor Office for reference.

#### ASSISTANT HARBOR MASTER'S REPORT:

Mr. Amici updated information he has obtained regarding implementing a card reader system which would be used for entrance to the storage yard, fuel dock discounts, entry to the private restrooms, replace paper launch coupons and gift cards. He is currently working on a proposal.

Mr. Amici reported he is working with the USCG and the Tidelands Commission regarding designating a "special anchorage" and recommends all mooring field tenants should be required to display an anchor light after dark until the designation of the mooring field is changed.

A quote from Bridgewater Technet for Wi-Fi service has been received. Parts and installation is \$3171.48 plus shipping. We would also have to run a service line at a cost of \$80.00/month. Mr. Amici advised Mike Lee could install the system for about \$1700.00.

Work is also being done to make several improvements to the web site.

OLD BUSINESS: None  
NEW BUSINESS: None

Mrs. Marchetti thanked employees for the great job with snow removal.

PUBLIC PORTION: Mrs. Frotton asked if anyone from the public cared to address the Commission.

Jim Krauss, 77 Bayside Drive said he is in favor of the Pier 4 project.

Mrs. Frotton advised the Commission would now go into Executive Session to discuss a lease matter. Mrs. Frotton advised that minutes of the Session would be kept and made available to the general public when the need for confidentiality is no longer necessary.

At 8:15 PM Mts. Marchetti offered the following resolution and moved for adoption:

RESOLUTION NO.14/2011  
EXECUTIVE SESSION

WHEREAS, the Harbor Commission of the Borough of Atlantic Highlands is subject to certain requirements of the Open Public Meetings Act, N.J.S.A.10:4-6etseq, 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 commissioners of the Atlantic Highlands Harbor Commission 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:

Leases

THEREFORE, BE IT RESOLVED by the Atlantic Highlands Harbor Commission assembled in public session on February 8, 2011 that it proceed into Executive Session for discussion of matters relating to the specific items listed above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon determination of the Commissioners that the public interest will no longer be served by such confidentiality.

Resolution was seconded by Mr. McDonald and adopted upon the following roll call vote:

AYES: Hoffmann, McDonald, Curry, Marchetti, Delloso, Frotton

NAYS: None

ABSENT: Thompson

There being no further business to come before the meeting, Mr. McDonald offered a motion to adjourn, seconded by Mr. Hoffmann and upon roll call was carried.

Meeting adjourned at 8:20 P.M.

Carol Cassese, Secretary









