

**DOVER RECREATION COMMISSION
RE-ORGANIZATION MEETING
THURSDAY – JANUARY 12, 2012 – 7PM**

**** AGENDA ****

CALL TO ORDER: by 2011 Chairman Victor Rodriguez.

“In compliance with the Open Public Meeting Laws, I do hereby announce that adequate notice of this meeting has been provided by publication of the Annual Meeting Schedule in the local newspaper and copy sent to the Town Administrator.”

PLEDGE OF ALLEGIANCE

OATH OF OFFICE - Commissioner Erasmo Junior Carmona to be sworn in

ROLL CALL

ELECTION OF OFFICERS:

Recreation Office Secretary Alice Gilbert will accept nominations as follows:

2012 ELECTION OF OFFICERS

In accordance with New Jersey State Statutes relating to Municipal Recreation Commissions...

At the annual meeting, the members of the Commission shall elect from its membership a **CHAIRMAN** and a **VICE CHAIRMAN**.

The **CHAIRMAN** shall preside at all meetings; sign all official papers; call special meetings; prepare an annual budget; approve all payroll and vouchers.

The **VICE CHAIRMAN** shall perform the duties of the Chairman in his or her absence.

At this time nominations are accepted from Board Members for the position of **CHAIRMAN** of the Dover Recreation Commission for the current year 2012.

NOMINATIONS FOR CHAIRMAN:

_____ **MADE BY** _____

SECONDED BY _____

ANY OTHER NOMINATIONS? _____

MOTION TO CLOSE NOMINATIONS: _____

SECONDED BY: _____

NOMINATIONS ARE HEREBY CLOSED.

_____ **HAS BEEN NOMINATED CHAIRMAN FOR THE YEAR 2011:**

VOTES: Roll Call

Ayes:

Noes:

CONGRATULATIONS CHAIRMAN _____

At this time nominations are accepted from Board Members for the position of **VICE-CHAIRMAN** of the Dover Recreation Commission for the current year 2012:

NOMINATIONS FOR VICE CHAIRMAN:

_____ **MADE BY** _____ **SECONDED BY** _____

ANY OTHER NOMINATIONS? _____

MOTION TO CLOSE NOMINATIONS _____

SECONDED BY: _____

NOMINATIONS ARE HEREBY CLOSED.

_____ **HAS BEEN NOMINATED FOR VICE -**
CHAIRMAN:

VOTES: Roll Call

Ayes:

Noes:

CONGRATULATIONS VICE-CHAIRMAN _____

THE FINAL ELECTION RESULTS ARE _____ **FOR** **CHAIRMAN**
& _____ **FOR** **VICE CHAIRMAN.**

At this time the meeting will be turned over to the newly elected Chairman and we will return to the regular order of the meeting beginning with the Public Portion:

PUBLIC PORTION

REGULAR ORDER OF MEETING - see attached pages

- 1) Resolution: Designation of 2012 Recreation Commission Meeting Dates
- 2) Designation of 2012 Special Event Dates
- 3) Resolution designating sponsored sport groups, events & programs for 2012
- 4) Committee Appointments made by Chairperson
- 5) Approval of December 2011 Minutes
- 6) Bills/Voucher list
- 7) Facility Applications
- 8) Correspondence
- 9) Resolution: 2012 Fee Schedule

COMMITTEE REPORTS

- a. Senior Citizen Committee
- b. Sport Committees
- c. Monthly Maintenance Report/DPW

For Discussion:

- 1) Appointment of Easter Committee
- 2) Discuss fee for Summer Program

Adjournment



**TOWN OF DOVER
RECREATION COMMISSION**

211 NORTH SUSSEX STREET
DOVER, NEW JERSEY 07801
Telephone: (973) 366-2200 ext. 128 Fax: (973) 366-2225

**RESOLUTION OF THE TOWN OF DOVER
BOARD OF RECREATION COMMISSION
DESIGNATING MEETING DATES
FOR THE YEAR 2012**

Town of Dover Board of Recreation Commissioners shall be held at 7:00pm at Dover Town Hall Court Room,
37 N. Sussex Street, Dover, on the SECOND THURSDAY of each month with the exception of
December 6, 2012, meeting will be held on first Thursday as follows:

**February 9th
March 8th
April 12th
May 10th
June 14th
July 12^h
August 9th
September 13th
October 11th
November 8th
December 6th ** First Thursday**

January 10, 2013 Reorganization Meeting

ATTEST:

BOARD OF RECREATION COMMISSIONERS

Alice Gilbert, Secretary

By: _____
Recreation Commission Chairman

DATED:



**TOWN OF DOVER
RECREATION COMMISSION**

211 NORTH SUSSEX STREET
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DESIGNATION OF DATES FOR SPECIAL EVENTS IN 2012

EASTER EGG HUNT AT JFK PARK Saturday, March 31, 2012 @ 10:00am at JFK Park w Rain
Location DHS Cafeteria

SUMMER RECREATION PROGRAM – BEGINS MONDAY, JUNE 25, 2012 ENDS ON FRIDAY,
AUGUST 10, 2012 – 7 WEEKS.

FIREWORKS/CONCERT: Tuesday, July 3, 2012 with Rain date on Friday July 6th

SENIOR CITIZENS DAY PICNIC: Thursday, September 6th with rain date of Friday,
September 7, 2012

HALLOWEEN EVENTS:

FUN RUN

To be scheduled with Bruce Leister

HALLOWEEN COSTUME CONTEST: Monday, October 29, 2012 at JFK Park at 6:30pm with Rain
Date of Tuesday, October 30, 2012 at JFK Park – rain location DHS Cafeteria on rain date

TREE LIGHTING CEREMONY: First week of December – date must be coordinated with Dover
Board of Education & Jeanine Hilfiger, Music Supervisor

SANTA LETTER CONTEST: November 21, 2012 thru December 5, 2012 - letters to be picked
up at schools on Wednesday, December 5, 2012 at 1:30pm. Delivery of presents on Thursday Dec 13th with
rain/snow date of December 14, 2012.

**RESOLUTION
OF THE BOARD OF RECREATION COMMISSIONERS
OF THE TOWN OF DOVER**

WHEREAS, the Board of Recreation Commissioners of the Town of Dover are vested with the responsibility of maintaining public parks and playgrounds and governing the games and events conducted thereon; and

WHEREAS, as part of their mission, the Board of Recreation Commissioners sponsor various youth sporting groups, youth programs, contests and displays; and

WHEREAS, part of the programs, events and organizations sponsored by the Board of Recreation Commissioners are as follows:

Events:

- 1) Halloween Costume Contest & Halloween Fun Run
- 2) Holiday Tree Lighting & Santa Letter Writing Contest
- 3) Easter Egg Hunt
- 4) Summer Recreation Program
- 5) Fireworks July 3rd Celebration
- 6) Dover Renaissance Concert Series
- 7) Senior Picnic & Senior Recreation Program

Sports:

- 1) Dover Recreation Football & Cheerleading
- 2) Dover Recreation Wrestling
- 3) Dover Recreation Basketball
- 4) Dover Little League Baseball & Softball
- 5) Dover Recreation Spring Track
- 6) Dover Little League Fall Traveling Baseball
- 7) Dover Recreation Spring & Fall Soccer
- 8) Dover Traveling Spring & Fall Soccer

WHEREAS, sponsorship of the above youth sporting groups, programs and events include insurance coverage through the Board of Recreation Commissioners, with the exception of Dover Traveling Spring and Fall Soccer, who must provide their own insurance; and

WHEREAS, these sponsorships are necessary to fulfill the mission of the Board of Recreation Commissioners in providing recreation, entertainment and educational programs to the Dover Community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Recreation Commissioners of the Town of Dover as follows:

1. The above listed youth sports groups, recreation groups, programs and events are hereby deemed to be under the sponsorship of the Board of Recreation Commissioners.

2. The above youth sports groups, programs and events are hereby authorized to be covered by the insurance of the Board of Recreation Commissioners of the Town of Dover as part of their programming, with the exception of Dover Traveling Spring and Fall Soccer, who must provide their own insurance.

ATTEST:

BOARD OF RECREATION COMMISSIONERS

Alice Gilbert, Secretary

by: _____
Recreation Commission Chairman

DATED:

TOWN OF DOVER
RECREATION COMMISSION
2012 Committee Appointments

PERSONNEL: _____ (Alternate) _____

FINANCE: _____ (Alternate) _____

LONG RANGE PLANS _____ **Luis Acevedo, DPW Supt.**

(Bowlby Pond, Soccer Flds., Feasibility Study WWP) _____ (Alternate)

MAINTENANCE: _____ **Luis Acevedo, DPW Supt.**

LIAISON TO BOARD OF EDUCATION _____ (alternate) _____

LIAISON TO DOVER RENAISSANCE _____

LIASON TO PROGRAMS: SOCCER _____

BASKETBALL _____

BASEBALL/SOFTBALL _____

FOOTBALL _____

WRESTLING _____

BOWLING _____

SUMMER PROGRAM _____ (Alternate) _____

SPECIAL EVENTS:

EASTER EGG HUNT _____

SENIOR CITIZEN PICNIC _____

HALLOWEEN CONTEST _____

TREE LIGHTING _____

SANTA LETTER WRITING CONTEST _____

APPROVAL OF MINUTES - DECEMBER 2011

APPROVAL OF BILLS VOUCHER LIST

VENDOR	DESCRIPTION	P.O. NUMBER	AMOUNT
D.Lovenberg	Portable Toilet for Tree Lighting	11-02842	\$75.00
S&S Worldwide	Candy Canes for Tree lighting	11-02554	\$111.75
S&S Worldwide	Items for Santa Letter Contest - games, stockings	11-02570	\$385.19
Alice Gilbert	Items for Tree Lighting	11-02777	\$164.16
Gray Supply	Light Tower for Tree Ltg	11-02754	\$125.00
Luis Acevedo	Canopy Tent -for Tree Ltg	11-02735	<u>117.68</u>
		Total	\$978.78

Use of Facility Applications

Board of Education Facilities

- 1) Dover Recreation Commission requests use of DHS Cafeteria on Saturday, March 31, 2012 from 9:00am to noon for Easter Egg Hunt in case of rain only.
- 2) Patrick Fahy of Dover Strikers Travel Soccer/NJ Youth Soccer Association requests use of Hamilton Field Turf from April 1, 2012 to June 24, 2012 on Sundays from 9am to dark, weather permitting, for soccer games and practice.
- 3) Patrick Fahy of Dover Strikers Travel Soccer/NJ Youth Soccer Association requests use of Dover High School JV field/ small sided field for Spring and Fall Soccer from February 18, 2012 thru December 2, 2012 see attached dates and times for training and games.
- 4) Patrick Fahy of Dover Strikers Travel Soccer/NJ Youth Soccer Association requests use of Hamilton Field grass field from February 18, 2012 to June 30, 2012 (see attached dates and times) from 9am to dark, weather permitting, for soccer practice.
- 5) Mark Jaeger of Dover Strikers Recreation Soccer/ requests use of Dover High School JV field for Spring and Fall Soccer from February 18, 2012 thru December 2, 2012 see attached dates and times for practice and games.
- 4) Mark Jaeger of Dover Strikers Recreation Soccer requests use of Hamilton Field grass field from February 18, 2012 to June 30, 2012 (see attached dates and times) from 9am to dark, weather permitting, for practice.

Town Property

- 1) Junior Carmona of Back to Basics Baseball requests use of King Field from 6/25/12 thru 6/29/12 and from 7/2/12 thru 7/6/12 from 7/9/12 thru 7/13/12 (3 weeks) Monday thru Friday from 9:00am to 2:00pm for baseball camp. Approximately 35 children attending per week. Will pay fee of \$1875.00 for use of field. Will offer 50% discount to Dover Residents. \$265.00 fee per week.

- 2) Patrick Fahy of Dover Strikers Traveling Soccer has applied for use of Water Works Park grass field area and Crescent field - small field and large turf field from January 14, 2012 through December 31, 2012 for Spring and Fall Traveling Soccer practice and games- see attached dates and times.
- 3) Mark Jaeger of Dover Strikers Recreation Soccer has applied for use of Water Works Park grass field area and Crescent field - small field and large turf field from January 14, 2012 through December 31, 2012 for Spring and Fall Traveling Soccer practice and games- see attached dates and times.
- 4) Victor Rodriguez of Dover Area Little League has applied for use of King Field Concession Meeting Room on January 23rd and January 24, 2012 from 6:00pm to 9:00pm for registration.
- 5) Victor Rodriguez of Dover Area Little League has applied for use of Crescent Field Softball Field, King I, II, III & IV and King Field Concession from March 5, 2012 to July 31, 2012 on Mondays thru Fridays from 6:00pm to 9:30pm and Saturdays 8:00am to 9:30pm and Sundays, noon to 7:00pm for baseball games/practice/concession.

Correspondence

Received

- 1) Documentation from NJ State Police regarding Youth Serving Organization/Volunteer Registration number for fingerprinting.
- 2) Fireworks contract received from D&M Firewoks company. (Copy in each Commissioner's folder).

**RESOLUTION
OF THE BOARD OF RECREATION COMMISSIONERS
OF THE TOWN OF DOVER**

WHEREAS, the Board of Recreation Commissioners of the Town of Dover are vested with the responsibility of setting fees for use of Town of Dover fields and park facilities and Recreation Programs:

WHEREAS, the Board of Recreation Commissioners has reviewed the fee schedule and established fees for 2012 as follows:

**TOWN OF DOVER RECREATION COMMISSION
2012 FEE SCHEDULE**

*FOR USE OF RECREATION FACILITIES
AND FOR RECREATION PROGRAMS
WITHIN THE TOWN OF DOVER *

CRESCENT FIELD – as per 2007 Resolution for use of New Turf Field at Crescent Field (see Resolution attached)

BASEBALL FIELD USE

Resident League (2 nights play per week per season, not to exceed 16 games) \$125.00 Per Dover Team
Non-Resident League \$35.00 per hour Per Non-Resident Team

WATER WORKS PARK or ANY OTHER PARK FACILITY

<u>BALLFIELD USE</u>	Same as Crescent Field above
<u>PICNIC GROVE</u>	
Town Resident	<u>\$100.00</u>
Town Non-Profit Groups	<u>\$150.00</u>
Town Industrial / Offices	<u>\$200.00</u>
Out-of-Town Resident or Non-Profit Group	<u>\$225.00</u>
Out-Of-Town Industrial / Commercial, etc.	<u>\$275.00</u>

Add'l chg. for large groups /events /fund raisers / festivals to offset extra field and park maintenance, etc. (increments based on size of event) – See 2007 Resolution for Crescent Field - May be determined by Town Business Administrator

Charge for extra dumpsters & port-a-johns Applicant's expense

KING FIELDS - BALLFIELD USE Same as Crescent Field above

REGISTRATION FEES

Sporting Clinics - Indoor Gym Programs	<u>To Be Determined</u>
Specialty Programs	<u>To Be Determined</u>
Summer Playground Program (7 Weeks)	<u>To Be Determined</u>
Rutgers Safety Course - Non-Residents (Training Clinic - Cost of Materials)	<u>\$25.50 (Subject to Change)</u>

BUS TRIPS

Cost of admission / transportation costs / etc. To Be Determined

AMUSEMENT PARK TICKETS (Discount)

Consignment tickets acquired through N.J.R.P.A.

Prices set by NJRPA +
Add'l Service Chrg. @ \$2 Per Ticket
To Be Determined

LIGHTS King I

Be it resolved the above listed fee schedule with attached Resolution for Crescent Field Complex has been approved and adopted for the year 2012 as per the Board of Recreation Commissioners at the Town of Dover Board of Recreation Commission Meeting of January 12, 2012

Attest:

Dated: _____

Alice Gilbert, Secretary

Chairman

RESOLUTION
OF THE BOARD OF RECREATION COMMISSIONERS
OF THE TOWN OF DOVER REGULATING USE
OF THE ARTIFICIAL TURF AREA AND SURROUNDING
AREAS AT CRESCENT FIELD

WHEREAS, pursuant to N.J.S.A. 40:12-6 and the Code of Dover Section 67-6, the Board of Recreation Commissioners (hereinafter, "Board") of the Town of Dover are vested with control over all playgrounds and recreation places; and

WHEREAS, the Board deems it in the best interest of the community to establish fees for the use of the artificial playing surface and the area surrounding same for special events such as festivals, concerts and other large gatherings; and

WHEREAS, the Board deems it necessary to establish policies and procedures for the rental and use of Crescent Field for events such as concerts, festivals and other large gatherings;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board as follows:

1. Fees.

A. The use of the artificial turf playing surface at Crescent Field shall be \$200.00 per hour or \$1200.00 per 8 hour day payable two weeks in advance.

B. The use of the land area surrounding the artificial turf playing surface for festivals, concerts and other large outdoor events shall require payment of the following fees two weeks in advance as applicable:

- (1) \$100.00 resident/in town registration fee
- (2) \$200.00 non residential/out-of-town registration fee
- (3) \$250.00 fee if alcoholic beverage is being served
- (4) \$100.00 fee for amplified sound system use
- (5) \$25.00 fee per food vendors and \$25.00 per non food

vendors

- (6) \$25.00 per hour event fee for residents/in town
- (7) \$50.00 per hour event fee for non residents/out-of-town
- (8) \$100.00 inspection fee for pre event and post event

*Exempted from the above fees are Board of Recreation sponsored events.

2. The following policy and procedure for the rental of Crescent Field is hereby established.

A. A facility application form must be submitted which shall include a hold harmless and indemnification agreement.

B. All solid waste and recyclable materials must be properly disposed of throughout the term of the event and immediately upon conclusion of the event. A minimum of one (1) eight (8) cubic yard dumpster per 500 people attending per day shall be provided for the event for solid waste. Recycling containers of adequate size for co-mingled aluminum cans and glass, and cardboard shall be provided. In addition, each food vendor shall have at least one solid waste container of at least 12 gallon capacity at the vendors designated area. The event organizer shall be responsible for insuring that each vendors container(s) are periodically emptied into dumpsters prior to reaching the containers capacity. The disposal of liquid or solid waste into the Town of Dover's storm water system is prohibited.

C. The fees for the use of facilities is to be made payable to the Town of Dover Recreation Commissioners and shall be presented no later than two (2) weeks prior to the event.

D. A security plan must be presented to the Town of Dover Police Department at least two (2) weeks prior to the event and approved by the Chief of Police. Security may be provided by the Town of Dover Police Department or approved security firm. Should Dover Police Services be utilized, prepayment for the police officers' services must be made two (2) weeks prior to the event.

E. If food vendors are to be on site, permits must be obtained from the Town of Dover Health Department two (2) weeks prior to the event.

F. If any cooking is to be conducted on site, a permit will be required from the Town of Dover Fire Official at least two (2) weeks prior to the event.

G. A cash bond must be posted with the Treasurer's office in the amount of \$2,500.00 as a security deposit for any damage to the Crescent Field facilities.

H. A Certificate of Insurance must be presented in a form acceptable to the Town naming the Town of Dover as an additional insured for the event in an the amount not less than one million (\$1,000,000.00) for injury to person or property.

I. Portable toilets shall be provided at the rate of four (4) for the first 300 people attending, and then 1 additional toilet for each additional 200 people attending. Ten percent (10%) of all portable toilets, but not less than one (1) per event, shall be ADA accessible. Portable toilets must be cleaned and sanitized prior to the event and daily during the event.

J. If alcoholic beverages are to be served, a one-day alcoholic beverage permit must be obtained from the Mayor and Board of Aldermen of the Town of Dover.

K. Removal of dumpsters, recycling containers and portable toilets must be accomplished by 9:00 a.m. the next day following the event.

L. The entire site must be cleaned and free of all debris immediately upon the conclusion of the event.

M. A site plan of the event showing all food stands, rides, games, portable toilets, dumpsters and the like must be submitted for approval to the Town Administrator at least two (2) weeks prior to the event.

N. No food or liquids of any kind (except containerized water), tobacco products, chewing gum, or metal cleats shall be permitted to be used or brought within the confines of the synthetic turf field surface.

ATTEST:

BOARD RECREATION COMMISSIONERS
OF THE TOWN OF DOVER

BY:

Alice Gilbert, Secretary

Thomas Iwicki, Chairman (signed copy on file)

Signed and Dated: June 7, 2007