

**DOVER RECREATION COMMISSION
RE-ORGANIZATION MEETING
THURSDAY – JANUARY 9, 2014 – 7PM**

**** AGENDA ****

CALL TO ORDER: by 2013 Chairman Victor Rodriguez.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE - New Commissioners to be sworn in

Reappointed : Maribel Garland for a five year term ending on 12/31/18

ROLL CALL

ELECTION OF OFFICERS:

Recreation Office secretary Alice Gilbert will accept nominations as follows:

2014 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 2014.

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
2014:**

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 2014:

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

- 1) Resolution: Designation of 2014 Recreation Commission Meeting Dates
- 2) Designation of 2014 Special Event Dates
- 3) Fee Schedule for Facility Use Application
- 4) Committee Appointments made by Chairperson
- 5) Approval of November 2013 Minutes
- 6) Bills/Voucher list
- 7) New Business

RESOLUTION OF THE TOWN OF DOVER

**BOARD OF RECREATION COMMISSION
DESIGNATING MEETING DATES
FOR THE YEAR 2014**

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 as follows:

- February 13th**
- March 13th**
- April 10th**
- May 8th**
- June 12th**
- July 11th**
- August 14th**
- September 11th**
- October 19th**
- November 13th**
- December 11th**

January 8, 2015 Reorganization Meeting

ATTEST:

BOARD OF RECREATION COMMISSIONERS

Alice Gilbert, Secretary

By: _____
Recreation Commission Chairman

DATED _____:

DESIGNATION OF DATES
FOR SPECIAL EVENTS IN 2014

EASTER EGG HUNT AT JFK PARK **Saturday, April 12, 2013 @ 10:00am at JFK Park w**
Rain Location DHS Cafeteria same day.

SUMMER RECREATION PROGRAM Begins Monday, **JUNE 30, 2014** ends on Friday, **AUGUST**
15, 2014 – 7 WEEKS.

FIREWORKS/CONCERT Thursday **July 3, 2014** with Rain date on Saturday, July 5, 2014.

SENIOR CITIZENS DAY PICNIC: **Thursday, September 4th with rain date of Friday,**
September 5, 2014

HALLOWEEN EVENTS:

FUN RUN: To be scheduled with Bruce Leister and School Athletic Director

COSTUME CONTEST & TRUNK OR TREAT:

at Crescent Field Parking Lot :

SATURDAY, OCTOBER 25, 2014 at 1:00pm

Rain date Sunday, October 26, 2014 at Crescent Field Parking Lot

TREE LIGHTING CEREMONY: **First week of December** - usually Tuesday night – date
must be coordinated with Dover Board of Education and DHS Music Supervisor.

Specialty Programs	<u>to Be Determined</u>
Summer Playground Program(7 Weeks)	<u>\$300.00 with \$50.00 discount till May 31</u> After May 31 st \$25.00 discount second child
Rutgers Safety Course - Non-Residents (Training Clinic - Cost of Materials)	<u>\$25.50 (Subject to Change)</u>
<u>BUS TRIPS</u>	
Cost of admission / transportation costs / etc.	<u>To Be Determined</u>
<u>AMUSEMENT PARK TICKETS</u> (Discount)	
Consignment tickets acquired through N.J.R.P.A.	<u>Prices set by NJRPA +</u> Add'l Service Charge. @ \$2 per Ticket
<u>LIGHTS</u> King I	<u>To Be Determined</u>

**RESOLUTION (2007 REVISED)
OF THE BOARD OF RECREATION COMMISSIONERS
OF THE TOWN OF DOVER REGULATING USE
OF THE MULTI-PURPOSE 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 \$100.00 per hour or \$800.00 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) \$400.00 resident/in town registration fee up to 200 in attendance
- \$1000.00 resident/in town registration fee over 200 in attendance

- (2) \$600.00 non residential/out-of-town registration fee up to 200 in attendance.
\$1500.00 non-residential/out of town registration fee over 200 in attendance.
- (3) \$500.00 fee if alcoholic beverage is being served
- (4) \$300.00 fee for amplified sound system use
- (5) \$100.00 fee per food vendor and \$100.00 per non food vendor
- (6) \$35.00 per hour event fee for residents/in town
- (7) \$60.00 per hour event fee for non residents/out-of-town
- (8) \$200.00 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 & Dover Recreation Commission as additional insured for the event in an 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.

Be it resolved the above listed fee schedule with attached Resolution for Crescent Field Complex has been approved and adopted for the year 2014 as per the Board of Recreation Commissioners at the Town of Dover Board of Recreation Commission Meeting of February 13, 2014.

Attest:

Dated: 2/13/2014

Alice Gilbert, Secretary

Chairman Victor Rodriguez

USE OF FACILITY APPLICATIONS

Town Property

- 1) Liana Lewis, President of Dover Recreation Spring Track has applied for use of King Field Meeting room on 3/6/14 and 3/7/14 for use of King Field Meeting Room from 6pm to 8pm for track sign ups.
- 2) Jeff Hoyt, President of Dover Strikers Travel Soccer has requested use of Crescent field - Large Multi-purpose Field for soccer practice and games from 2/1/14 to 6/30/14 M-F from 5pm to 9:30pm and Sundays 12:00 noon to 9:30pm, schedule pending. Insurance attached.

Board of Education Property

- 1) Liana Lewis, President of Dover Recreation Spring Track has applied for use of Hamilton Field Track on Tuesdays, and Thursdays 6pm to 7pm and Sundays from 12pm to 4pm (schedule attached) from March 18, 2014 to June 5, 2014.
- 2) Application from Dover Recreation Commission for use of Dover High School Cafeteria on Saturday, April 12, 2014 from 9am to 12:00noon (approx) for rain location of Easter Egg Hunt.

COMMITTEE REPORTS

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

2014 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)

MINUTES OF NOVEMBER 2013 – Any additions, deletions or corrections? (No meeting was held in December.)

BILLS/VOUCHER LIST

<u>P.O. #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
13-02459	S&S Worldwide	Christmas Items for events	\$459.36
13-02673	Nancy Hagerich	Senior Program Expenses thru Oct 2013	<u>\$144.81</u>
		Total	\$604.17

New Business

Adjournment