

SECONDED BY: _____ Joan Bocchino _____

NOMINATIONS ARE HEREBY CLOSED.

**Victor Rodriguez HAS BEEN NOMINATED CHAIRMAN FOR THE YEAR 2014.
Mr. Rodriguez accepted the nomination.**

VOTES: Roll Call was taken.

Ayes: Victor Rodriguez, Maribel Garland, Peter Gori, Donald Fritch, Joan Bocchino.
Noes: None

CONGRATULATIONS CHAIRMAN _____ Rodriguez _____

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:

Maribel Garland MADE BY Victor Rodriguez SECONDED BY Don Fritch

ANY OTHER NOMINATIONS? None

MOTION TO CLOSE NOMINATIONS _____ Peter Gori _____

SECONDED BY: _____ Donald Fritch _____

NOMINATIONS ARE HEREBY CLOSED.

Maribel Garland HAS BEEN NOMINATED FOR VICE - CHAIRMAN. She accepted the nomination.

VOTES: Roll Call vote was taken.

Ayes: Victor Rodriguez, Maribel Garland, Peter Gori, Donald Fritch, Joan Bocchino.
Noes: None

CONGRATULATIONS VICE-CHAIRWOMAN _____ Garland _____

THE FINAL ELECTION RESULTS ARE Victor Rodriguez FOR CHAIRMAN & Maribel Garland 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 - No one from public was present so Chairman Rodriguez continued order of meeting.
with Regular

REGULAR ORDER OF MEETING

1) Resolution: Designation of 2014 Recreation Commission Meeting Dates

MOTION: To approve designation of meeting dates was made by Chairman Rodriguez.

SECONDED BY: Commissioner Bocchino.

Roll Call Vote was taken - all voted yes.

ALL IN FAVOR MOTION CARRIED

2) Designation of 2014 Special Event Dates

Chairman Rodriguez reviewed the dates with the Commissioners. All the dates were fine. The Trunk or Treat location will be determined at a later date. The Commissioners discussed possibly moving it to JFK Park and closing Clinton Street from the Chase Bank down to the Library. Commissioners also discussed the Santa Letter Writing Contest. Chairman Rodriguez asked that it be added on to the event list and said he would speak to Mr. Becker to get his permission for schools to participate. Also the tree lighting needs to be scheduled so it does not fall on the same evening as the Housing Authority Christmas party, as per Alderwoman Blackman.

3) **Fee Schedule for Facility Use Application** - The Commissioners reviewed the fee schedule line by line and made changes to the first page only (see attached) adding fees for the use of volleyball and basketball courts at Water Works Park and Crescent Field and raising the fees for Baseball Field use for Non Resident Teams.

4) **Committee Appointments made by Chairperson** - see attached

5) Approval of November 2013 Minutes

MOTION: To approve the November 2013 Minutes as written, was made by Chairman Rodriguez.

SECONDED BY: Vice Chairwoman Garland

Roll Call Vote was taken. All voted yes.

ALL IN FAVOR MOTION CARRIED.

6) **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

MOTION: To approve the Bills/Voucher list was made by Chairman Rodriguez.

SECONDED BY: Commissioner Bocchino

Roll Call Vote was taken. All voted yes.

ALL IN FAVOR MOTION CARRIED.

USE OF FACILITY APPLICATIONS

Chairman Rodriguez reviewed the following applications with the Commissioners:

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. - Not able to use the room because of construction at King Field. Suggestion was made for Liana to contact the American Legion.
- 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. - **Tabled** due to construction at King Field. Little League may have to use the field.

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.

MOTION: To approve Board of Education applications was made by
Vice Chairwoman Maribel Garland.

SECONDED BY: Commissioner Don Fritch.

ALL IN FAVOR MOTION CARRIED.

COMMITTEE REPORTS

- a. Senior Citizen Committee - no report
- b. Sport Committees - Don Fritch reported the first game of basketball was snowed out. 172 children are signed up.
Little League will be holding signups soon.
- c. Monthly Maintenance Report/DPW
Chairman Rodriguez and Commissioner Bocchino discussed the plans for the Hurd Park Gazebo. The bids are out and goal is to get the work done by April 20, 2014.

New Business

Commissioner Bocchino inquired about the Sacred Heart Gym, since the autistic school has moved out, what is the status of leasing it for a Community Center. Alderwoman Blackman stated the Mayor is working on it.

Alderwoman Blackman suggested a fundraiser be created to generate funds for projects. She would like to begin by raising funds to repair the rest rooms at Water Works Park. She suggested Chairman Rodriguez send an email to Mr. Close and the Mayor about doing a Casino Night to raise funds. Chairman Rodriguez said he would contact them and discuss fundraising.

Respectfully submitted,

Alice Gilbert

Dover Recreation Commission Secretary

W/Attachments and Resolutions

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 with the exception of July when will be the **THIRD** Thursday:

February 13th

March 13th

April 10th

May 8th

June 12th

July 17th

August 14th

September 11th

October 9th

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

2014 Committee Appointments

PERSONNEL: Victor Rodriguez – Maribel Garland – Don Fritch – (Alternate) Joan Bocchino

FINANCE: Victor Rodriguez Maribel Garland Don Fritch (Alternate) Joan Bocchino

LONG RANGE

PLANS Joan Bocchino Don Fritch Luis Acevedo, DPW Supt.

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

MAINTENANCE: Victor Rodriguez Junior Carmona Luis Acevedo, DPW Supt.

LIAISON TO BOARD OF EDUCATION Victor Rodriguez
(alternate) Maribel Garland

LIAISON TO DOVER RENAISSANCE Joan Bocchino

LIASON TO PROGRAMS: SOCCER Junior Carmona

BASKETBALL Victor Rodriguez

BASEBALL/SOFTBALL Maribel Garland

FOOTBALL Peter Gori

WRESTLING Peter Gori

BOWLING Maribel Garland

SUMMER PROGRAM Joan Bocchino Victor Rodriguez
(Alternate)