

**DOVER RECREATION COMMISSION  
REGULAR MEETING  
THURSDAY – FEBRUARY 9, 2012 – 7PM**

**\*\* AGENDA \*\***

**CALL TO ORDER: 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**

**ROLL CALL**

**PUBLIC PORTION**

**APPROVAL OF MINUTES - JANUARY 12, 2012 REORGANIZATION MEETING**

**APPROVAL OF BILLS VOUCHER LIST**

<b>P.O. #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
11-02793	WB Mason	Office Supplies	\$311.13
12-00161	Morris County Park Commission	Summer Rec Program Trip	\$135.00
12-00065	Nancy Hagerich	Senior Program Expenses	\$192.39
		Total	\$638.52

**COMMITTEE REPORTS**

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

**SPECIAL EVENTS:**

**EASTER EGG HUNT AT JFK PARK** Saturday, March 31, 2012 @ 10:00am at JFK Park w Rain  
Location DHS Cafeteria Easter Committee Members are Commissioners Joan Bocchino and Mark Jaeger.

**Use of Facility Applications**

**Board of Education**

- 1) Liana Lewis, coach and supervisor of Dover Recreation Spring Track requests use of Hamilton Field track for training. See attached dates and times - Tuesdays and Thursdays from 6pm to 7:30 pm May 15th thru June 7, 2012.
- 2) Dover Recreation application for use of North Dover School for Summer Recreation Program on rainy days only from June 25<sup>th</sup> thru August 10<sup>th</sup> from 8:15am to 4:30pm (see attached dates and times).
- 3)Dover Recreation application for use of Hamilton Filed Complex on Tuesday, July 3, 2012 with Rain date of Friday, July 6, 2012 from 11:00am to 11:30pm for Annual Fireworks Display & Celebration.

## **Board of Education Facilities Pending**

- 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 - pending approval from Town Administrator**

- 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. – Need insurance certificate & check for fee.

## **Applications on hold for correct dates & times**

- 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.

## **Application for Use of Town Property**

- 1) Liana Lewis of Spring Track has applied for use of King Field Meeting Room to hold signups on the following dates: March 1st, 2nd, and 7th from 6pm to 9pm.
- 2) Victor Rodriguez of Dover Area Little League has applied for use of King Field Meeting room from February 11, 2012 thru March 1, 2012 from 6pm to 9pm for registration and meetings.
- 3) Sean Bullock, DHS Athletic Director has applied for use of Crescent Field Softball Field and King II, III & IV from March 2, 2012 thru June 7, 2012; Mondays thru Fridays, from 2:30pm to 6:00pm and Saturday April 14th only from 8:00am to 12:00noon for Dover Middle School and Dover High School Softball practice only at Crescent Field and Games at King Fields.

## **Town Property Approved by Town Administrator**

- 1) 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.
- 2) 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) Letter from Mr. Close to Spruce Street regarding Insurance for Senior Program.
- 2) Letter from Academy Street PTA President Barbara Wood requesting donations.
- 3) Email from Maureen Kanka advising paperwork is being sent for background checks.
- 4) Email from Charles Rappa of Bay Fireworks advising of unavailability of July 3<sup>rd</sup> date for fireworks.
- 5) Email from Geraldine Serpico of International Fireworks advising of unavailability of July 3<sup>rd</sup> date for fireworks.
- 6) Email from Garden State Fireworks notifying of intent to submit a proposal for Fireworks display on July 3, 2012.
- 7) Packet from Maureen Kanka for fingerprinting - forms, instructions, materials.

### **Sent**

- 1) Email to Maureen Kanka regarding background check information.
- 2) Email to Charles Rappa requesting proposal for July 3<sup>rd</sup> Fireworks display.
- 3) Email to Geraldine Serpico of International Fireworks requesting proposal for Fireworks Display.
- 4) Email to Garden State Fireworks requesting proposal for Fireworks display on July 3<sup>rd</sup>.

**Approval of 2012 Fee Schedule** (see last pages attached)

**New Business**

**Adjournment**

**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 **revised** 2007 Resolution for use of New Turf Field at Crescent Field

**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**

**BALLFIELD USE**

Same as Crescent Field above

**PICNIC GROVE**

Town Resident \$100.00

Town Non-Profit Groups \$150.00

Town Industrial / Offices \$200.00

Out-of-Town Resident or Non-Profit Group \$225.00

Out-Of-Town Industrial / Commercial, etc. \$275.00

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 To Be Determined

Specialty Programs To Be Determined

Summer Playground Program (7 Weeks) \$300.00 with \$50.00 discount till May 31  
After May 31<sup>st</sup> \$25.00 discount second child

Rutgers Safety Course - Non-Residents  
(Training Clinic - Cost of Materials) \$25.50 (Subject to Change)

**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 Charge. @ \$2 per Ticket

**LIGHTS** King I To Be Determined

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 \$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) \$200.00 resident/in town registration fee up to 200 in attendance  
\$500.00 resident/in town registration fee over 200 in attendance
- (2) \$300.00 non residential/out-of-town registration fee  
\$500.00 non-residential/out of town registration fee
- (3) \$350.00 fee if alcoholic beverage is being served
- (4) \$150.00 fee for amplified sound system use
- (5) \$50.00 fee per food vendor and \$50.00 per non food vendor
- (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) \$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 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.

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 February 9, 2012

Attest:

Dated: 2/9/2012

\_\_\_\_\_  
*Alice Gilbert, Secretary*

\_\_\_\_\_  
*Chairman*