

**DOVER RECREATION COMMISSION  
REGULAR MONTHLY MEETING  
THURSDAY – FEBRUARY 2, 2006 – 7PM**

\*\*MINUTES\*\*

**CALL TO ORDER:** Vice-Chairman Jerry Hoffman called the meeting to order at 7:07pm as follows:

“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.”

**ROLL CALL:**

**PRESENT:** Jerry Hoffman, Denise Ridner, Jessica Reymundo (7:10pm), Victor Rodriguez, Halashon Sianipar (7:11pm), Walter Woodhull, Tom Iwicki (8:25pm) Luis Acevedo, and Alice Gilbert for Barbara Sperry

**ABSENT:** (Barbara Sperry due to surgery.)

**ALSO PRESENT:** Rob Mains & Mark Jaeger of Dover Strikers Soccer  
Alderman Patrick Fahy & Alderwoman Cindy Burbridge

**PUBLIC PORTION:**

Jerry Hoffman asked if there were any comments from the public tonight? Rob Mains asked about the Metro Stars Camp and was concerned about the fee which would be imposed on Dover Strikers Soccer if Dover Recreation decides to charge for the use of the field. Alice Gilbert said she spoke to Barbara Sperry earlier today and was told there should be a fee, since the Metro Stars are not non-profit and are making money by using our fields. Rob Mains said the fee would not be paid by the Metro Stars and felt it would not be fair to charge the Strikers, since the event is for Recreation Soccer.

**MOTION:** Made by Jerry Hoffman to waive the fee for Dover Strikers for use of field for Metro Stars Camp.

**SECONDED BY:** Walt Woodhull

**ALL IN FAVOR**                      **MOTION CARRIED.**

**FACILITY APPLICATIONS:**

Vice Chairman Hoffman reviewed the below listed applications with the Commissioners. Discussion took place regarding sharing use of field with Casio and Dover Fire Department.

A question was raised as to the fee to be charged for Club Colombia. After much discussion, a vote was taken and all commissioners were in favor of raising the fee to \$200.00. Walt Woodhull suggested the fee could be broken down as \$125.00 for use of Crescent field and \$75.00 for Basketball Court Area, if Club Colombia should question it.

**Facility Applications**

- 1) Dover Little League, Rick Roggenkamp requests 2<sup>nd</sup> Street Baseball field from March (weather permitting) through July on Mondays, Wednesdays, & Thursdays from 4:30pm to dusk & Sundays for games and practices.

## Facility Applications - continued

- 2) Dover Little League, Rick Roggenkamp requests King Fields (I-IV) from March (weather permitting) through August from 4:30pm to 9:30pm (after DHS is finished using the field) for games and practices.
- 3) Silvio Marin, President of Club Colombia requests use of Crescent Field & Second Street Side Basketball Court for Colombian Festival on Saturday, July 15, 2006 from 8:00am to dusk.

**MOTION:** Made by Jerry Hoffman approve the above-listed applications with conditions.

Little League permits approved with **condition that no conflicts occur with Casio or the Dover Fire Department.**

Club Colombia permit approved **with increase to \$200.00 fee for use of field and \$100.00 security deposit with appropriate wording on bottom of the permit regarding cleanup and DPW time & labor if needed.**

**SECONDED BY:** Victor Rodriguez

**ALL IN FAVOR**                      **MOTION CARRIED.**

### Board of Education Permit Requests were reviewed by the Commissioners as follows:

- 1) School Bus permit application for bus trip to Continental Airlines Arena on Monday, March 6, 2006 for Dover Youth Recreation Basketball trip to see Nets Game – pending approval from Board of Ed.
- 2) School Bus permit application for bus trip to Continental Airlines Arena on Wednesday, Feb. 8, 2006, for Dover Youth Recreation Basketball trip to see Nets vs Knicks Game. – Received verbal approval from Board of Ed – pending February 7<sup>th</sup> meeting.
- 3) Application for Little League Baseball to use North Dover School Restrooms & Gym for Little League Baseball Clinics & Registration on Fridays, March 3, 2006 through April 30, 2006, from 6:30pm to 9:30pm. – pending approval.
- 4) Little League Baseball permit request for Hamilton Field – Softball Field Monday thru Fridays from March 3, 2006 (weather permitting) through June 30, 2006 and Saturdays from 9:00am to 5:00pm for practice & games- pending approval.
- 5) Dover Strikers Recreation & Traveling Soccer requests use of DHS Auxiliary Field from March 6, 2006 through June 30, 2006 (Mondays through Fridays 5pm-dusk) (Saturdays 9am – 5pm) (Sundays 9am – 5pm) weather permitting – pending approval.
- 6) Dover Strikers Recreation & Traveling Soccer requests use of Hamilton Field Practice area from March 13, 2006 thru June 30, 2006 (Mon-Fri 5:30pm to dusk) and (Saturdays 8:00am to dusk ) for games and practices, weather permitting – pending approval.
- 7) Application for Dover Recreation to use Dover High School Gym for Rain Location for Easter Egg Hunt on Saturday, April 15, 2006, in case of Rain only. – **DENIED** due to gym already being used on that date.
- 8) Dover Youth Recreation Basketball requested approval to use DHS Gym, Restroom and Snack Bar for Coaches Game on February 25, 2006 from 10am-3:00pm – Permit was **APPROVED** at January Board of Ed meeting.
- 9) Dover Recreation Wrestling Program requests use of East Dover School, New Auxiliary Gym, Restrooms & Locker Rooms from July 10<sup>th</sup> – July 14<sup>th</sup> (Monday – Friday) for Midget Wrestling Clinic (9am-12noon). – pending approval from Board of Ed.

Denise Ridner asked about approval for #9 (Wrestling Program permit), when it would be approved? Alice Gilbert explained the Board of Education meets next Tuesday, and she will find out on Wednesday if the permits have been approved or not.

Jerry Hoffman asked if a letter was sent to Ron Camacho requesting the equipment be returned. Alice Gilbert said a letter was sent on January 25<sup>th</sup>. Jerry Hoffman asked if there has been any response? Has the equipment been returned yet? Alice said no, she has not received a response and the equipment has not been returned.

Jerry Hoffman asked Denise Ridner if she still plans to go ahead in getting the Wrestling Program off the ground? Denise replied she is doing so with help from Jay Fisher, Head Coach, and Henry Nieves, Jeff Guevara, Kevin Coy ( his son wrestles at the High School), and Mr. Bullock and Mr. Leister also said they would help with it. She met with Mr. Bullock and he said this will be the best group of volunteers for a Wrestling Program.

**Fire Permit** was issued by Fire Official Marty Reynolds for all Dover Board Of Education facilities used for Dover Recreation activities, special events, clinics, arts & crafts, concerts, etc. in school gyms, cafeterias or classrooms for various dates and times during 2006. We must supply a floor plan for any event that requires setting up extra tables or other unusual circumstances - for example (Arts & Crafts Show) requires 2 weeks advance notice.

### **NEW BUSINESS**

Dover High School Girls Soccer is hosting a Fundraiser for Bob Hooper - Betty Becker from DHS Girls Soccer contacted Dover Recreation to see if we would like to help with a clothing drive where people donate old clothes, bedding, towels, blankets, etc. on a drop off day and they will get .10 cents per pound. The proceeds will go to Bob Hooper and his family to help pay expenses due to his illness. She would like an answer by tomorrow as to whether the Commissioners want to participate and will set up a date. Jerry Hoffman asked what kind of help she was looking for? Alice Gilbert said she asked her what type of help she needed? She said she wanted help with handing out flyers, and donations of clothing. She wanted to know if the Commission approved of the event and then would let us know the date. Commissioners agreed the fundraiser is a good idea and instructed Alice to contact her.

### **OLD BUSINESS:**

**Dover Code of Conduct Ordinance** – Alice spoke with Dave Pennella who has briefly looked it over, but will review it in greater detail and have it ready for first approval by the Mayor and Board at the next Town Meeting (Feb 14<sup>th</sup>). He said it should be passed as an Ordinance by the March Recreation Meeting.

### **Policies & Procedures**

Committee members are Victor, Jerry and Jessica, or Tom – three members only can attend. Tom was not present, however, Alice will check to see if he could make it. Commissioners agreed to meet on Thursday, Feb 9<sup>th</sup>, at 7:00pm here at Recreation Office. Suggestion was made by Town Attorney to include statement that we will not be responsible for any debt incurred by Sports Organizations that we sponsor. Also, we need to include a statement that after a program is inactive for one year or one season, the equipment and funds remaining will be turned in to the Recreation Office and organization's president will be asked to sign a statement agreeing to these terms.

### **Long Range Plans**

Denise Ridner passed around sample chips made of rubber from recycled tires and sneakers. Commissioners discussed the safety matting used in Overlook which we received a grant from Howmet/Alcoa. The matting has a life span of 10 years or more, while the chips have to be replaced more often. Luis Acevedo said the biggest problem is keeping it in the area under the playground equipment.

**Howmet/Alcoa Plaque** – Jerry Hoffman suggested arrangements be made with Alcoa/Howmet for ceremony for installation and dedication of plaque for Overlook Park sometime in April.

**Master Plan Changes** - Victor Rodriguez discussed playground equipment upgrades for several of the parks.

### **OLD BUSINESS:**

Perry DiPiazso from Field Turf was due to come to Town Meeting on January 31, 2006 to speak about Artificial Turf and answer questions from Mayor & Board in reference to Crescent Field site, however, he was ill and unable to attend. This will be rescheduled for another meeting in February. Luis Acevedo to check with Marge Verga to see which date the Mayor and Board would like him to attend. Discussion took place of how to notify the public that Perry will be speaking at the meeting. Suggestion was made to put something on the website.

### **2006 Goals & Objectives**

“In order to achieve goals you must first set them or have a mission.” What are Dover Recreation’s Goals for 2006? The Town Administrator would like us to set goals in relation to our budget, so funds can be appropriated for needed projects. A committee may be needed to work on this. Jerry Hoffman explained each Sport Organization will be asked to submit a proposed budget each year. Luis Acevedo said this is to determine the needs of each organization and possible funding for future programs.

Victor Rodriguez expressed concern that because each organization is required to submit their proposed budget, they might assume Recreation will be giving them an increase in funding and not continue to do fundraisers. He stressed they should continue to raise funds on their own, in case our budget does not allow for increases.

Alderman Burbridge explained the Rider for the dedicated Recreation Trust Account stating all funds collected through donations and fees would not be put back into the General Fund but would stay in this account, which is monitored by the Department of Community Affairs.

Jerry Hoffman suggested holding a Goals & Objectives meeting on the same evening as the Policies and Procedures, which would be Thursday, Feb 9<sup>th</sup>. Committee will be Victor, Jerry and Tom. Tom stated he could not attend. Jessica Reymundo said she would take Tom’s place at the meeting.

### **Other Business:**

Letter was written to Susan Konight, President of Dover Area Chamber of Commerce requesting membership for Barbara or Alice to attend Chamber meetings. Alice spoke to Susan and she does not see a problem with it, however, she will get back to us with the Chamber’s decision and more information on upcoming meetings. Meetings are normally held at lunch time and there will be a fee for lunch – usual costs \$15.00 per person, which could be paid for by petty cash.

### **COMMITTEE REPORTS:**

#### **Maintenance:**

January Maintenance Report – Luis Acevedo reported on snow and ice removal. He also stated he would like to put in the underground wiring for the scoreboard at King Field during the month of February, weather permitting.

#### **Personnel:**

Barbara Sperry still out on sick leave (2-8 wks.)

### **Summer Program:**

Alice Gilbert met with Juan Cruz, Summer Director, to work on schedule for trips. He expressed concern over the counselors not getting raises this year. He is afraid they will all leave for higher paying jobs.

### **Mayor's Senior Outreach Program –**

Alice went to Regency Grande with Alderman Poolas on Thursday, January 26, 2006 for a Resident council meeting. Alice and Frank were told by the staff that some of the seniors are able to leave the building with supervision.

Alice spoke to the staff and residents about the Senior Citizen picnic and was told Regency Grande will provide transportation and each resident will have a staff member who will travel with them to the picnic. Alderman Poolas spoke about setting up recreation events for the seniors such as movies, musicians, and collectors.

### **Sports:**

**Soccer** – Victor Rodriguez said there was nothing to report.

**Dover Little League** – Walt Woodhull said Rick Roggenkamp's father died, and when he returns from Florida, he will start planning signups for Little League.

**Midget Football** – Jerry Hoffman reported football is looking forward to another successful season. Walt is working on arranging for the helmets to be reconditioned through Circle Systems for the upcoming season.

**Youth Basketball** – Halashon Sianipar said he had no report.

**Volleyball** - Lori Hughes replaces Barbara while she is out. Barbara spoke to Lori and the women have been playing on Wednesdays and things are going well.

**Bowling** – Winter League began on Mon., Jan. 16<sup>th</sup> and Sat., Jan. 21<sup>st</sup> (12 week program) Denise Ridner said she spoke with them and gave them her card and they would get in touch with her to set up a meeting.

**Wrestling** – Denise Ridner reported she is working on a clinic for Dover and Mine Hill residents K-8<sup>th</sup> grade in July (Monday thru Thursday) from 9am-12am. She said she would appreciate any help, if any Commissioners would like to help out. She also has high school students who are interested in helping. Denise said the clinic is free to all residents of Dover and Mine Hill. Commissioners suggested Denise should charge at least \$5.00 per child so that she has some funds to work with for future programs. Walt Woodhull advised Denise to make sure Mine Hill does not have a program, because as he has discovered in football, Mine Hill has a football program, and he is not allowed to draw from their kids. She is also looking into joining the North Jersey Wrestling League.

Denise asked when the next Rutgers S.A.F.E.T.Y. course would be held? Alice said we usually have one in March each year. Barbara Sperry will schedule it when she returns next week.

Discussion took place regarding a permission slip/emergency contact forms which Denise will need to have filled out for each wrestler for insurance reasons.

Denise Ridner asked about setting up bank accounts for Wrestling. Chairman Iwicki said they first must establish an executive board, President, Vice-President, Secretary and Treasurer. Walt Woodhull said to use someone's social security number to open the account and then apply for a tax id number.

**Trips:** \$500.00 in dedicated account for Senior Citizens trip.

**Metro Stars** – Alice received from Anna Bocchino the name and phone number of the contact person, Dave Jervis, Director of Training Programs for the Metro Stars, and since they are having a Soccer Camp here, called him to help her organize a trip to see the Metro Stars.

**Special Events:**

Next event - **Easter Egg Hunt** on April 8, 2006 at JFK Pk. (Rain date April 15<sup>th</sup>) – If it rains on the rain date, DHS Gym is not available. Do we want to contact Sacred Heart and ask for permission to use their gym?? Discussion took place of asking permission for use of East Dover Gym in case of rain, due to conflicts in the past with Sacred Heart.

**Fireworks –**

The contract was signed for West Morris Community Band to perform at Fireworks on July 3, 2006. Cost is \$1400.00 of which \$700.00 will be awarded in scholarship to a Dover High School Music Student.

**Board of Education:**

**Lease still not signed** – Last spoke with Fred Vanderhoof on 2/3/05.

**Dover Renaissance:**

Meetings are scheduled for Feb. 20, March 20 and April 17 at 7:30pm at the Dover Historical Society building (next to the First Presbyterian Church on Blackwell Street.) Anyone interested is welcome to attend.

**FINANCE:**

**Dover Community Center Funds** – Trust Acct. \$2,328.70 – no longer available. Money was raised for a Community Center and had been in an account at the Dover Spanish American Credit Union account. In 2001, the account was closed and check was deposited in account designated by Town for Community Center. In February 2005, the auditors went over the Town’s accounts and after a certain amount of time, they determined this account was inactive and the money was transferred into the general fund under miscellaneous revenue. Several commissioners said they were surprised to hear this because no one from the Treasurer’s office notified Recreation this was happening. Jerry Hoffman said we were just told about this at the Budget Meeting.

**Sr. Trips Transportation Funds** – Trust Acct. \$500 (Dover Craft \$100, Quiet Man \$200, Commerce Bank \$200)

**Budget Meeting with Town Administrator** – Jerry Hoffman reported on changes to the budget. All Parks Accounts were transferred to DPW, leaving a budget of \$28,605.00 for Recreation. Most importantly, a Recreation Trust Account will be created and money collected for fees throughout the year will stay in this account and will **not** go back into the General Fund, something we have requested for several years. Some accounts were renamed. Accounts were created with \$500.00 in each for Basketball, Wrestling, Soccer Account \$1000.00 - (\$500.00 each for Traveling & Recreation Soccer) and Dover Midget Football & Cheerleading (\$4500.00 for Reconditioning Helmets & \$500.00 for trophies). Little League gets part of their insurance paid (\$870.00 this year) from Town’s insurance account.

Chairman Iwicki reported on the Trust Account, stating we have been asking for this for years. He said he felt the new administrator would be a positive thing for Dover.

**VOUCHERS:**

Jerry Hoffman reviewed the vouchers with the Commissioners.

**MOTION:** To approve the vouchers made by Victor Rodriguez.

**SECONDED BY:** Denise Ridner

**ALL IN FAVOR** **MOTION CARRIED.**

**MINUTES:** Approval of January 12, 2006 Reorganization Meeting Minutes

**MOTION:** was made by Victor Rodriguez.  
**SECONDED BY:** Denise Ridner  
**ALL IN FAVOR** **MOTION CARRIED.**

**CORRESPONDENCE:**

Jerry Hoffman reviewed the Correspondence List with the Commissioners. Discussion took place regarding issue of Peter Acuria's debt to Neptune Soccer. Alice Gilbert had contacted the Town Administrator and Dave Pennella, Town Attorney, regarding Dover Recreation's liability in regard to paying the past due tournament fees. Attorney Pennella sent a memo stating we are not responsible for the fees, and the Town cannot be held responsible. Attorney Pennella also suggested we put something in our Policies and Procedures stating we will not be held responsible for any organization's debt. He also said he would create a document for each Sport President to sign agreeing to these terms. Also, the document would state the organization would turn any funds or equipment in to the Recreation Office should abandonment of play by the sports organization take place. He said he would develop an Agreement and send it to the Recreation Commission for review.

Discussion took place of whether or not it was Recreation's responsibility to contact Neptune and tell them to contact Peter. Chairman Iwicki said Peter has been contacted several times and knows about it, so we should not have to do anything more to resolve the situation.

**Background Checks**

Jessica Reymundo asked about what kind of background checks we do on our coaches? Chairman Iwicki explained to her we do not do background checks. We have a form which the coaches all sign, a Volunteer Disclosure Statement which advises them a background check may be done. Walt Woodhull said he would not sign the form for the Sport Supervisor's which states the background checks have been done. Commissioners discussed rewording the document to state the Volunteer Disclosure Statements have been received from the coaches.

Mr. Mains asked questions about two sports using the fields during one season. He was concerned about Little League using Hamilton Field while Soccer will be using it. Alice said she spoke with Anna Bocchino and she will coordinate and work with Little League's schedule.

Mr. Mains asked about terminating an organization. He expressed concern about Dover Youth Traveling Soccer continuing, without Recreation's approval. Chairman Iwicki said if they continue, they will not have the support of Dover Recreation, will not have permission to use the fields or be covered under our insurance. Mr. Mains said we should have proof from Peter that his accounts are all closed. We may not have a legal right to ask him to close his accounts, however, we would hope he does not go to another town and operate as Dover Youth Traveling Soccer. Alice Gilbert said the Town Attorney is working on creating a document which requires them to turn everything in to Recreation, should the organization fold or disband.

Mr. Mains said we should write Peter another letter to request a financial statement for the program. Alice Gilbert said we already told all the Sport Supervisor's to turn in their financial reports. She explained in the past, we could say "you will not get your permits if you do not turn in the statement", however that is no longer the case. Peter will not be requesting field use, so we have nothing to hold over him to get the statement. Luis Acevedo agreed, stating now we have nothing, because they will not need anything from us. Chairman Iwicki said he had planned to meet with the new Town Administrator in the near future to go over some issues, and felt this is one area where she may be knowledgeable because of her legal expertise.

Rob Mains discussed the imbalance of the budget amounts, stating it is unfair that football is getting \$5000.00. Alice Gilbert explained \$4500.00 is for reconditioning of helmets which is a safety issue and has been done repeatedly for years. He questioned what is paid to Baseball? Alice Gilbert said Little League gets their insurance paid for, which this year is over \$800.00 and is paid through the town's insurance account, which is why it is not reflected in our budget. Chairman Iwicki said if each group submits a proposed budget, we will be able to better plan for how much money we can allocate to each sport.

## **ADJOURNMENT**

### **MOTION:**

**To adjourn was made by Victor Rodriquez**

### **SECONDED BY:**

Denise Ridner

### **ALL IN FAVOR**

**MOTION CARRIED.**

The meeting adjourned at 9:00pm.