

**DOVER RECREATION COMMISSION
REGULAR MEETING
THURSDAY
February 21, 2013**

**** MINUTES ****

CALL TO ORDER: Chairman Victor Rodriguez called the meeting to order at 7:02pm

“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 was recited by all.

ROLL CALL

Present: Chairman Victor Rodriguez, Vice Chairwoman Maribel Garland (7:10pm),
Commissioners Peter Gori, Joan Bocchino, and Thomas MacDonald.

Absent: Commissioners Don Fritch and Junior Carmona.

Also Present: Attorney Vincent Nuzzo for Attorney Downs
Alderwoman Carolyn Blackman

PUBLIC PORTION

MOTION: To open public portion was made by Chairman Rodriguez.

SECONDED BY: Commissioner Peter Gori

ALL IN FAVOR MOTION CARRIED.

**Patricia Genovese
Beaufort Ave., Dover**

Mrs. Genovese discussed the feasibility of holding a Senior Beauty Pageant. She has the time and is willing to manage and organize it.

Chairman Rodriguez asked her if she could prepare a proposal and email to Alice who will forward it to the commissioners for their review before the next meeting.

Mrs. Genovese agreed to do so.

Commissioner Bocchino asked if the pageant was doable for 2013. Mrs. Genovese said she believed it could be done before the end of the year.

APPROVAL OF MINUTES January 12, 2013 Reorganization Meeting Minutes

MOTION: To approve Minutes as written was made by Vice Chairwoman Garland.

SECONDED BY: Commissioner Bocchino

Roll call vote was taken. All voted yes.

ALL IN FAVOR MOTION CARRIED.

APPROVAL OF BILLS VOUCHER LIST

P.O. Number	Vendor	Description	Amount
13-00088	National Entertainment Tech	Candy & Toy filled eggs(3 cases)	\$360.00
13-00138	Alice Gilbert	Easter Egg Hunt supplies	\$300.00
		Total	\$660.00

MOTION: To approve Bills/Voucher List was made by Vice Chairwoman Garland.

SECONDED BY: Commissioner Bocchino
Roll call vote was taken. All voted yes.
ALL IN FAVOR **MOTION CARRIED.**

Use of Facility Applications

Town Property

Chairman Rodriguez reviewed the following applications with the Commissioners: He asked Michele Vega, President of Dover Strikers if he could change their time on March 2nd at noon to 1:00pm because Little League was already using the meeting room. She said it would be fine.

Chairman Rodriguez said the fee schedule for events will be determined this evening. The application for Club Colombia can be approved with new fee schedule.

- 1) Jeffrey Hoyt of Dover Strikers Travel Soccer has applied for use of Water Works Park Ball Field and Crescent Field Turf field for soccer practice and games Monday thru Friday from 5:00pm to 9:00pm and Sundays 11:00am to dark.
- 2) Michele Vega of Dover Strikers Recreation Soccer has applied for use of King Field Meeting Room on Saturday, March 2, 2013 from 1:00pm to 4:00pm weather permitting and alternate date of March 9, 2013 for Coaches Meeting/Equipment Handout for Spring Soccer.
- 3) Beatriz Villada of Club Colombia has applied for use of Crescent Field Softball field, Small Soccer Field and Basketball Court on Saturday, July 20, 2013 from 8:00am to dusk for the annual Colombian Independence Festival. Will provide insurance and fees forthcoming.
- 4) Scott Mack of Dover Youth Recreation Football has applied for use of Crescent turf field on Saturday, April 27, 2013 and Sunday, April 28, 2013 from 8:00am to 6:00pm for football camp.
- 5) Liana Lewis of Dover Recreation Spring Track has requested use of King Field Meeting room for Spring Track signups on March 4, 2013 from 6pm to 8:00pm.

MOTION: To approve number 1-5 with changes to #2 as discussed and fee scheduled determined this evening will be applied to approval of #3 was made by Commissioner Gori.

SECONDED BY: Vice Chairwoman Garland.
Roll Call vote was taken. All voted yes.
ALL IN FAVOR **MOTION CARRIED.**

Board of Education Property

- 1) Michele Vega of Dover Strikers Recreation Soccer has applied for Hamilton Field and Dover High School soccer field for soccer games and practices – see attached schedule of dates and times. - Withdrawn
- 2) Liana Lewis of Dover Recreation Spring Track has requested use of the track at East Dover (Hamilton Field Complex) for practice and meets on Tuesdays, Thursdays from 6pm to 7:30pm and Sundays from 6:00pm to 7:30pm from March 12th thru June 30, 2013.

MOTION To approve application # 2 only, (Application #1 was withdrawn) was made by made by Commissioner Gori.

SECONDED BY: Vice Chairwoman Garland.
Roll Call vote was taken. All voted yes.
ALL IN FAVOR **MOTION CARRIED.**

Fee Schedule for Use of Facilities - The commissioners reviewed and made changes to the fee schedule as follows:

- 1) On page 1 - Increase the fee for Baseball/Softball field use to \$175.00 per season

- 2) On Page 1 - Add Dover Strikers Traveling Soccer \$175.00 per season for any field use.
- 3) On page 1 - Omit the words (2 nights practice and 1 game per week) change to per season
- 4) On page 2 – Change #1 Resident/ In Town Registration fee up to \$200 to \$400.00
- 5) On page 2 - Change #1 Resident/ In Town fee over 200 people to \$1000.00
- 6) On page 2 - Change # 2 Non Resident out of town fee up to 200 people in attendance to \$600.00
- 7) On page 2 - Change #2 Non Resident/ out of town fee over 200 people in attendance to \$1500.00.
- 8) On page 2 – Change #3 Alcoholic Beverage Fee to \$500.00
- 9) On page 2 - Change #4 Amplified Sound System use to \$300.00
- 10) On page 2 - Change #5 Food Vendor to \$100.00 and Non-Food Vendor to \$100.00
- 11) On page 2 - Change # 6 Event Fee for residents/in town to \$35.00 per hour
- 12) On page 3 - Change #7 Event Fee for non-residents/ out of town to \$60.00 per hour

The remainder of the resolution to remain the same.

(See attached at end of Minutes for complete Resolution)

MOTION: To approve the above changes to the Fee Schedule was made by Vice Chairwoman Garland

SECONDED BY: Commissioner Mac Donald

Roll call vote taken. All voted yes.

ALL IN FAVOR **MOTION CARRIED**

Chairman Rodriguez excused himself from the meeting and turned it over to Vice Chairwoman Garland at this time.

Reports

- a. Senior Citizen Committee - Copy of Senior Newsletter in folders.
- b. Sport Committees - Commissioner Gori reported on the upcoming football camp. He also spoke about the difficulty in holding football practice at King Field and the need for yard markers. Commissioner Bocchino welcomed the soccer coaches who were in attendance and thanked them for their peacefulness and cooperation in sharing the use of the field with football.
- c. Monthly Maintenance Report/DPW Luis Acevedo reported on the status of the small field. He said it would be top soiled and seeded for spring; however it is difficult to get grass to grow. The long term plans include a turf field which designs have already been worked on by the Town Engineer. It would be a small 40 x 60 regulation field. Commissioner Gori stated the field needs to be patrolled by police and trespassers ticketed. Commissioner Bocchino suggested contacting the new safety director regarding this issue.

SPECIAL EVENTS:

EASTER EGG HUNT AT JFK PARK **Saturday, March 23, 2013** @ 10:00am at JFK Park w Rain Location DHS Cafeteria same day. Waiting for approval of permit to use DHS Cafeteria. Commissioners suggested Mrs. Genovese for the role of the Easter Bunny. Vice Chairman Garland asked Alice to contact her to see if she would like to participate. Commissioners attending the event to help out are Commissioners Bocchino, Gori, MacDonald and Vice Chairwoman Garland.

SUMMER RECREATION PROGRAM **Begins Monday, JUNE 24, 2013** ends on Friday, AUGUST 9, 2013 – 7 WEEKS. -

Discuss fees for this summer. Last year it was \$300.00 with discount of \$50.00 if they registered by May 31st. Trips for this year will include: Lewis Morris Park, Bronx Zoo, Museum of Natural History, Dorney Park, and Mountain Creek. Programs will include drug and alcohol and anti-smoking programs

by Heidi Brotzman of Morris County Prevention is Key and Morris County Prosecutor's office, Anti-Bullying programs if available.

FIREWORKS/CONCERT: Wednesday, July 3, 2013 with Rain date on Friday July 5th

Show mobile has been secured for both dates. Review fireworks contracts – two received from D&M and Garden State Fireworks. The Kootz band has inquired about playing again. They played in 2009, and at that time charged \$1200.00. They have offered to play for \$900.00, quite a discount from last time. They have a large following and played at the concert series several times, and everyone liked them.

Commissioners discussed the fireworks contract and how great they were last year. They also discussed hiring the Kootz and Commissioner Bocchino remarked how great they were in the concert series.

MOTION: To approve contract with D&M fireworks (same company as last year) was made by Commissioner Gori.

SECONDED BY: Commissioner Bocchino.

Roll call vote was taken. All voted yes.

ALL IN FAVOR MOTION CARRIED.

MOTION: To approve hiring of the Kootz Band for \$900.00 for the entertainment at the Fireworks was made by Commissioner Bocchino.

SECONDED BY: Commissioner MacDonald.

Roll call vote was taken. All voted yes.

ALL IN FAVOR MOTION CARRIED.

SENIOR CITIZENS DAY PICNIC: Thursday, September 5th with rain date of Friday, September 6, 2013

Commissioners discussed choosing a theme. Suggestion by Alderwoman Blackman to go back to country western with the cowboy hats. Other suggestions included mardi gras theme, or casino. Tabled for further discussion at next meeting.

Correspondence – reviewed by Commissioners:

1) Letter from Mayor Dodd addressed to Ms. Griglak of State of NJ Dept of Environmental Protection with application for fish stocking permits for a Trout in the Classroom Program to stock fish in Rockaway River at Rutgers Street/Water Works Park from April thru June 2013. Permits are for Blessed Pope John Academy in West Orange and Mount Arlington Public Schools.

PUBLIC PORTION

MOTION: To reopen meeting to public was made by Vice Chairwoman Garland

SECONDED BY: Commissioner Gori

Michelle Vega, Dover Strikers Soccer President

Michelle asked about a shed. DPW Superintendent Acevedo replied they will have a new shed near the parking authority building. He will be assigning keys and also keys for port johns.

Michelle also asked about selling items at the fireworks this year. Prior to the fireworks, application must be filled out listing items to avoid duplication. Last summer only Dover Youth Football sold items at the concession stand. The band booster club which usually makes funnel cakes did not participate.

Next Meeting will be held on Thursday, March 14, 2013 at 7:00pm.

ADJOURMENT: MOTION: made by Commissioner Bocchino.

SECONDED BY: Commissioner Gori

ALL IN FAVOR MOTION CARRIED

Respectfully submitted,

Alice Gilbert
Dover Recreation Commission Secretary

**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 2013 as follows:

**TOWN OF DOVER RECREATION COMMISSION
2013 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 Multi-purpose Turf Field at Crescent Field

BASEBALL /SOFT BALL FIELD USE

Resident League (2 nights play per week per season, not to exceed 16 games) \$175.00 Per Dover Team per season.

Non-Resident League \$35.00 per hour Per Non-Resident Team

MULTI-PURPOSE ARTIFICIAL TURF FIELD USE

Resident League \$175.00 per Dover Team per Season.

Dover Strikers Traveling Program \$175.00 per Dover Team per Season - Any field use

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 also 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 31st \$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.	Prices set by NJRPA + Add'l Service Charge. @ \$2 per Ticket
<u>LIGHTS</u>	King I	To Be Determined

**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 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 2013 as per the Board of Recreation Commissioners at the Town of Dover Board of Recreation Commission Meeting of February 21, 2013.

Attest:

Dated: 2/21/2013

Alice Gilbert, Secretary

Chairman Victor Rodriguez