

**DOVER RECREATION COMMISSION
REGULAR MEETING
THURSDAY – MARCH 13, 2008 – 7PM**

****MINUTES ****

CALL TO ORDER:

Chairman Thomas J. Iwicki called the meeting to order at 7:08 pm 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: Chairman Thomas Iwicki, Vice-Chairman Denise Ridner, Victor Rodriguez, Carolyn Blackman, Robin Foster, Peter Gori (7:15 pm), Jessica Reymundo, and Alice Gilbert.
Absent: Luis Acevedo, DPW Superintendent - absent due to illness.

Present from the public:

Nancy Hagerich, Sr. Advisory Committee,

Silvio Marin, Club Colombia

Bill Sansone, Global Reach

Chairman Iwicki to ask for motion to suspend regular order of the meeting and open the meeting to the Public.

MOTION: To suspend the regular order of the meeting and open it to the public was made by Denise Ridner.

SECONDED BY: Peter Gori.

From the Public:

- 1) Nancy Hagerich, Senior Citizen liaison, reported on the programs held at the Moose Lodge on Tuesdays at 2pm. She said the last program regarding Internet Fraud was well received. The next program will cover Diabetes awareness and free T-shirts will be distributed to those who attend. In honor of Memorial Day, a collection of items such as toothbrushes, pens, envelopes, games, books, etc. will be assembled in shoe boxes and distributed to the Veterans Hospitals. She also inquired about a possible free bus trip to Pt. Pleasant Beach. Alice Gilbert explained the expense of a coach bus, and the trip has not been budgeted for. Nancy submitted receipts for expenses month of February to Alice, for reimbursement from the Town. Nancy asked Alice to write a letter to Edy’s Ice Cream to ask for donation of ice cream for an ice cream social sometime in July.
- 2) Silvio Marin from Club Colombia expressed reasons why the Colombian Festival should be approved. Commissioners asked many questions regarding fire, safety, clean-up, insurance, policing, and expressed their concerns. Mr. Marin said his organization contributes to this community and sometimes things happen which we cannot control. He referred to an incidence of violence which happened last year after the Colombian festival and compared it to an incident which occurred following the Town’s Fourth of July Fireworks Celebration, a few years ago. He said if you are to prevent the Colombian Festival from occurring this year, you will also have to do the same with the fireworks, because the same problems have occurred at both events.
- 3) Bill Sansone from Global Reach said he was here to answer any questions or concerns regarding their application for a Cinco De Mayo Festival at Crescent Field Complex on Sunday, May 4, 2008. The festival is much smaller then the Colombian Festival and there have not been any problems in the past. There will only be one food vendor and they will comply with all the

stipulations required by the Town and will pay the fees determined by the Resolution of the Town of Dover Board of Recreation Commissioners of the Town of Dover Regulating Artificial Turf Area and Surrounding Areas at Crescent Field.

MOTION: To return to close the Public Portion and return to the Regular Order of the meeting was made by Denise Ridner
SECONDED BY: Victor Rodriguez
ALL IN FAVOR **MOTION CARRIED.**

Chairman Iwicki reviewed the following:

Use of Facility Applications approved by the Board of Education:

- 1) Scott Mack of Dover Recreation Basketball requested use of a school bus for a Trip to Nets Basketball Game on February 28th, 2008 from 6:00pm to 10:00pm.
- 2) Scott Mack of Dover Rec. Basketball has requested use of a school bus on Wednesday, March 26, 2008 for bus trip to Meadowlands for NJ Nets game from 5:45pm to 11:00pm. Approved with fee of \$343.75.

Chairman Iwicki reviewed the following:

The following applications are **pending** approval from the **Board of Education:**

- 1) Application for use of the Dover High School Parking Lot and buses for Summer Program trips from July 2, 2008 thru August 7, 2008 from 8:00am to 7:00pm, on designated trip dates.
- 2) Application for use of Hamilton Field Complex including Snack bar, field house and rest rooms for Fireworks Celebration July 3, 2008 with rain date of July 5, 2008 from 11:00am to 11:30pm.
- 3) North Dover Gym & use of classroom for special events and use on Rainy or extremely Hot Days from June 25 thru Aug 13, 2008 from 8:30am to 3:30pm.

Chairman Iwicki reviewed the following:

Facility Use Application for Town property:

- 1) **Silvio Marin of Club Colombia has applied for use of Crescent Field Complex on Saturday, July 19, 2008 from 8:00 am to dusk for the Colombian Festival.**

After much discussion, the Commissioners voted to approve this application with conditions as follows:

- 1) Applicant must provide proof of certification of legitimate security personnel hired in addition to seven (7) Dover Police Department Officers.
- 2) Advertisement will be limited to local sources only.
- 3) Protective storm drain covers will be provided and no grease will be poured onto the property.
- 4) A meeting shall be held with Town Administrator to review setup, health, fire and safety issues with Fire Prevention, Health Officer, Dept. of Public Works Officials and Police Departments. Any other conditions as required by such officials at safety meeting must be met by applicant.
- 5) A \$2,500 bond will be posted with Treasurer two weeks prior to event.

- 6) Hold Harmless Agreement and Insurance Certificate naming the Town of Dover additionally insured, proof of ABC liquor license, and Fire Permits must all be submitted two weeks prior to the event.
- 7) Eighteen (18) Port-a-johns must be provided – (2) two must be handicapped accessible.
- 8) 2 Dumpsters need to be provided.
- 9) Dumpsters & Port a Johns must be removed the day after the event.
- 10) Fees for use of field as per Town of Dover Resolution Regulating Use of the Artificial Turf Area and Surrounding Areas of Crescent Field will be submitted two weeks prior to the event.

MOTION: To approve the application with above-listed conditions was made by Victor Rodriguez.

SECONDED BY: Jessica Reymundo

ALL IN FAVOR MOTION CARRIED.

Chairman Iwicki reviewed the following with the Commissioners:

1) **Bill Sansone of Global Reach International has applied for use of Crescent Field Complex on Sunday, May 4, 2008 from 12:00noon until 8:00pm for Cinco De Mayo Celebration.** After some discussion, the Commissioners agreed to approve the above application with the following conditions for approval:

- 1) A dumpster must be provided.
- 2) Seven (7) Port-a-johns must be provided – (1) one must be handicapped accessible.
- 3) Fee for use of facility will be calculated according to Resolution of the Town of Dover Regulating Use of Crescent Field and must be submitted 2 weeks prior to the event.
- 4) 6 Police Officers need to be provided for the event. Payment for Police must be received 2 weeks prior to the event.
- 5) Additional Security needs to be provided for the new turf field.
- 6) A Security Plan must be developed and reviewed by the Police Department.
- 7) Permits from Health Department need to be obtained for any food vendors (2 weeks prior to the event).
- 8) Permit from Fire Official needs to be obtained for any cooking fuel, sternos, grills, etc. (2 weeks prior to the event).
- 9) **\$2500.00 cash bond** must be posted with Treasurer’s Office (2 weeks prior to your event or no later than Friday, **April 18, 2008**).
- 10) Proof of ABC Liquor License, Fire Permits, Hold Harmless Agreement, and Insurance Certificate naming the Town of Dover as additionally insured - **all** must be submitted (2 weeks prior to your event).
- 11) Dumpsters & Port a Johns must be removed the day after the event.
- 12) Complete cleanup of the field must commence as soon as the event ends.
- 13) Applicant will be billed for any extra cleanup done by The Town of Dover Department of Public Works.

MOTION: To approve application with above listed conditions was made by: Robin Foster

SECONDED BY: Denise Ridner

ALL IN FAVOR MOTION CARRIED.

Chairman Iwicki reviewed the following application with the Commissioners:

- 1) Junior Carmona, Dover Little League has applied for use of King Field Complex from June 23, 2008 thru July 11, 2008, Mondays thru Fridays from 9:00am to 2:00pm for baseball camps.

The Commissioners discussed the application and had many questions regarding the applicant’s affiliation with Little League.

MOTION: To table the application and invite the applicant to the next Recreation Commission meeting was made by Victor Rodriguez.

SECONDED BY: Denise Ridner

ALL IN FAVOR MOTION CARRIED.

Chairman Iwicki instructed Alice Gilbert to contact Mr. Carmona, explain to him the Commission has many questions regarding his application and invite him to attend the next meeting.

Old Business

- 1) **Meeting with Athletic Director** - Alderman Delaney agreed to set up a meeting with Mr. Becker, the new Athletic Director, Chairman Iwicki and himself to discuss ways to strengthen relationship between Recreation and High School sport programs. No updates. Alice will try to contact him again.

Committee Reports: No report – (Luis went home sick).

Hooley Park The playground equipment chosen near the end of last year has gone up in price. We need to keep the cost under \$20,000. Alice will contact Ben Shaeffer and General Recreation and get new estimates. Pricing on equipment chosen last year is as follows:

Qty	Part #	Manufacturer	Description	Unit Price	Ext Price
1	35-42733-2	BCI Burke	Custom 3000 Creative Play Structure with two bay swing frame & belt seats.	\$20,065.81	\$20,065.81
3	DL6-AWC	Zeager Bros	6 x 250 Duraliner	\$432.00	\$ 432.00
1	40 CY	Zeager Bros	Wood Carpet 40 cu yds	\$1,175.50	\$1,175.50
1	100CY	Zeager Bros	Wood Carpet 100 cu yds	\$2,085.10	\$2,085.10
145	DD10-wc	Zeager Bros	DuraDrain 1 x 40 x 87 w/WC	\$ 31.50	\$4,567.50
1	75lf	Markers, Inc	PEM Fence Edging	\$ 393.00	\$ 393.00
				TOTAL	\$28,718.91

Carolyn Blackman said the lighting is poor in the area of the park. Alderman Fahy said he has received several complaints about the park. The policing issue needs to be addressed. He would like to see it cleaned up.

Skate Park – No updates.

Special Events:

Upcoming Events:

Easter Egg Hunt – Commissioners discussed making a decision on Friday regarding the weather, so schools can be notified. Rain is expected overnight Friday into Saturday. Alice will contact everyone with the decision, first thing Friday morning.

Fireworks

July 3, 2008 with rain date of Saturday, July 5, 2008. A contract for Shaffer Pyrotechnics and purchase requisition for \$6000.00 was submitted to Town Administrator and was approved. The Showmobile has been reserved with Morris County Park Commission for the event.

Summer Program – Alice will meet Personnel Committee to go over summer employee applications. Alice met with Town Administrator and discussed the following items:

- 1) Position of Assistant Teen Director will be eliminated and replaced with a Senior Counselor.
- 2) The Teen Program will be moved to an area at Water Works Park and will meet everyday of the week from Monday thru Friday from 10:00am to 3:00pm.
- 3) The Water Works Building conference room will be used on rainy days and children will be able to watch a movie or play games indoors. The park will be open on rainy days.
- 4) A storage shed will be purchased to contain the items needed for Teen Program.
- 5) There will be a lunch program this summer, needs to be advertised with program.

- 6) On trip days where there is only one bus going on the trip, one park may remain open for kids who are not attending the trip. Need to determine which location will remain open.
- 7) Signups will be held on two Saturdays. One to be held at DPW Conference Room and the other to be held at Town Hall from 9am to 12am. Instead of Town Employees, up to 3 staff members will be allowed to work the signups. Alice to work at DPW signup, and Ben to work at Town Hall signup.
- 8) Applications and permission slips need to be made accessible online. Parents can mail in checks for payment with application and permission slips.
- 9) More advertisement of the Summer Program needs to be done, including sending out information to churches.
- 10) Set up of parks – Last year, DPW moved the items to the parks and things were sent to wrong Park or lost in transit. This year approval has been granted for 2 persons per park to move supplies and setup the storage sheds. Director is to designate which 2 people.

Dover Youth Recreation Basketball – Coaches Basketball Game is Sunday, March 16, 2008 at DHS Gym. Denise Ridner said she offered to help out at the concession stand. Victor Rodriguez, Peter Gori and Chairman Iwicki said they would try to attend.

Bowling - Winter Carolyn Blackman spoke to Linda from Dover Lanes everything is going well.

Wrestling – Denise Ridner reported that for next year they might withdraw from the league because they don't have enough kids for all the weight categories and concentrate on jamborees.

Little League Baseball - Victor Rodriguez reported over 100 kids signed up for Baseball.

MINUTES

Approval of February 7th, 2008 minutes as written

MOTION: Denise Ridner
SECONDED BY: Carolyn Blackman
ALL IN FAVOR: MOTION CARRIED.

Correspondence:

Sent:

- 1) A letter was sent to International Fireworks letting them know that we are not going to be using their services this year.
- 2) Posters and a memo were sent to Dover Schools promoting The Easter Egg Hunt. Also an email was sent to the local newspaper to publish the article.
- 3) Memo to Dover Schools were sent to promote the Basketball Coaches Games.

Voucher List

Vendor	Description of Items	P.O #	Amount
W. B. Mason Co.	Office supplies	07-02143	\$ 149.20
Parker Publication	Legal Notice for Meeting Dates	08-00097	\$ 28.16
		Total	\$ 177.36

MOTION: To approve the voucher list was made by Jessica Reymundo.
SECONDED BY: Denise Ridner
ALL IN FAVOR MOTION CARRIED.

Chairman Iwicki announced the meeting would be closed to go into Executive Session.

Next meeting is scheduled for April 3, 2008.

Respectfully submitted,
Alice Gilbert
Dover Recreation