

**BOROUGH OF NEW PROVIDENCE
ORDINANCE 2014-01**

"AN ORDINANCE OF THE BOROUGH OF NEW PROVIDENCE, COUNTY OF UNION
AND STATE OF NEW JERSEY, CREATING A DEPARTMENT OF COMMUNITY
ACTIVITIES AND COMMUNITY ACTIVITIES ADVISORY BOARD"

BE IT ORDAINED by the Borough of New Providence that the Community Activities Department and Community Activities Advisory Board is hereby established and responsible for the activities as listed herein.

1. Establishment of the New Providence Department of Community Activities.

- a. There is hereby established the Department of Community Activities of the Borough of New Providence.
- b. The Department of Community Activities shall be responsible for recreation and senior programming and activities, together with such other community functions as may be assigned by the Borough Council.

2. Community Activities Director.

- a. There is hereby created the position of Community Activities Director. Such person shall direct the department and shall be responsible for the day-to-day operations of the Department, development and implementation of programs, and supervision of other municipal employees assigned to the Department. The Borough Council shall appoint the director and determine and fix the Community Activities Director's salary or compensation. The Director of Community Activities shall report to the Borough Administrator.

3. Additional Staff and Personnel.

- a. The Borough Council may appoint, as it deems necessary and appropriate, adequate personnel to manage and carry out the duties and responsibilities assigned or delegated to the department by the Borough Council, in consultation with the Community Activities Advisory Board.

4. Department Operations.

- a. *Control over Community Activities and Parks Facilities.* The Department shall manage scheduled uses for all lands, playgrounds, parks and other Community Activities facilities, including the Senior Center, of the Borough.
- b. *Expenditures.* The Department may expend such sums as may be appropriated and made available by the Borough Council for the use of the Department. In addition, sums as may be collected through fees for classes and programs paid by the participants shall be turned over to the Treasurer of the Borough. These funds shall be placed in the dedicated account for recreation programs and used to pay costs associated with

and in support of said programs. All disbursements of funds shall be made by the Treasurer of the Borough in the same manner as the expenditures of other municipal funds.

- c. *Service Charges for the Use of Certain Facilities.* The Department may, subject to the approval of the Borough Council, charge and collect reasonable service charges from persons using, as participants, special areas and facilities, which require special maintenance and the use of which is restricted to relatively few people, in order to assist in the meeting of the operating costs thereof in whole or in part. All service charges collected shall be paid over to the Treasurer of the Borough.

5. Annual Report.

- a. In December of each year, the Community Activities Director shall submit to the Borough Administrator a proposed budget for the following calendar year, showing in detail proposed expenditures and any existing or anticipated sources of funds, as well as the amount requested to be appropriated by the Borough Council for the use of the Department during the following calendar year.

6. Monthly Reports.

- a. The Community Activities Director shall submit monthly reports on the activities of the Department to the Borough Administrator.

7. Community Activities Advisory Board.

- a. *Establishment and Composition.* There is hereby established in and for the Borough of New Providence a Community Activities Advisory Board (CAAB) to be known as the "New Providence Community Activities Advisory Board".
- b. *Appointment of Members; Terms of Office; Vacancies.* All members of Community Activities Advisory Board shall be appointed for the calendar year, which will expire on 12/31 of that year. Membership on the CAAB shall be limited to fifteen (15) persons, plus a non-voting Borough Council Liaison.
- c. In the event that the Mayor fails to make a nomination at least fifteen (15) days prior to the date of the second regular public meeting of the Borough Council, after a position becomes vacant or the Borough Council fails to confirm a nomination, then the appointment shall be made by the Borough Council by a vote of a majority of the members present at the meeting, provided that at least three (3) affirmative votes shall be required.
- d. One (1) member of the Community Activities Advisory Board shall be a Council member, appointed consistent with other Council Committee assignments, and the term of the appointment of such member shall be one (1) year. In the event of a vacancy by a Council member, the term of appointment shall be only for the unexpired term.

- e. *Meetings; Quorum; Record of Proceedings; Annual Report.* The Community Activities Advisory Board shall meet at such times and places, as it shall deem expedient, but at least quarter annually. A majority of the appointed membership of the Community Activities Advisory Board of New Providence shall constitute a quorum thereof. . The Community Activities Advisory Board shall take minutes of all proceedings, provide copies to the governing body and make an annual, written report addressed to the governing body.
- f. *Powers and Duties.* The Community Activities Advisory Board shall perform such duties and have such powers as are delegated to it by this section or by resolutions of the governing body of the Borough of New Providence.
- g. *Development of Policy Manuals.* The Community Activities Advisory Board of New Providence shall have the power to develop policy manuals for the Community Activities Department, which shall be approved by the Borough Council.
- h. *Rules and Regulations.* The Community Activities Advisory Board shall develop rules and regulations to assist with the management of facilities, programs and personnel, which shall be approved by the Borough Council
- i. *Fees for use of facilities.* In order to provide funds, in whole or in part, necessary to improve, maintain and police the playgrounds and Community Activities facilities for such purposes, the Community Activities Advisory board may, with the consent of the Borough Council, establish a reasonable fee for each use of a Community Activities facility. The CAAB may also, with the consent of the Borough Council, establish a reasonable fee for each participant of an activity sponsored by the Community Activities Department. All fees collected shall be paid over to the Treasurer of the Borough.
- j. *Recommendations For Additional Community Activities.* The Community Activities Advisory Board may, from time to time, recommend to the Borough Council additional Community Activities deemed necessary or advisable. Such recommendations may include plans and estimated costs for developing, preparing and equipping such proposed activities.
- k. *Recommendations for Programming and Sports Activities.* The Community Activities Advisory Board shall be responsible for developing programming, sports leagues and community events/activities for all members of our community, from toddlers to senior citizens. The Community Activities Advisory Board shall regularly review programming and activities to determine value to the community and make recommendations for new programs, activities or community events.
- l. *Compensation, Reimbursement of Expenses.* The members of the Community Activities Advisory Board shall serve without compensation, provided that any member shall be entitled to be reimbursed for expenses

necessarily incurred in discharging duties of his or her office upon approval of the Borough Administrator.

INTRODUCED: February 19, 2014
PUBLIC HEARING: March 10, 2014
ADOPTED: March 10, 2014

BOROUGH OF NEW PROVIDENCE
COUNTY OF UNION
STATE OF NEW JERSEY

J. Brooke Hern, Mayor

Attest:

Wendi B. Barry, Borough Clerk