

B O R O U G H O F
NEW PROVIDENCE

SETTLED IN 1720

Borough of New Providence Policy

Department: Administration	Issue Date: 05-02-2016	SOP # 102-16-003	Resolution # (If applicable) 2018-
Title: Community Garden Procedures		Approved by: Mayor and Council	

I. DISCUSSION

- a. The Borough of New Providence has developed a Community Garden through the efforts of the Sustainability Committee, located near the Tennis Courts on Springfield Avenue. This policy will discuss the overall management and operations of the Community garden.

II. DESIGNATION OF COMMUNITY GARDEN MANAGEMENT

- a. Reporting to the Borough Administrator, the Community Garden Committee shall provide management oversight of the Community Garden Operations.
- b. The Community Garden Committee shall be appointed by the Mayor with the consent of the Borough Council and shall consist of representatives of the following:
 1. Two members of the Sustainability Committee.
 2. One certified New Jersey Master Gardener.
 3. One member of the Beautification Committee.
 4. The council liaison to the Sustainability Committee.

III. RESPONSIBILITIES OF THE COMMUNITY GARDEN COMMITTEE (CGC)

- a. The Community Garden Committee shall develop rules for the safe, efficient and effective operations of the Community Garden.
- b. The CGC shall develop an application for membership that includes an acknowledgement of the rules associated with membership.
- c. The CGC shall develop a Hold Harmless Agreement which shall be reviewed and approved by the Borough Attorney.
- d. The CGC shall appoint a Garden Coordinator who shall be responsible for the general management and oversight of the Community Garden and will be assigned a plot.
- e. The CGC shall discuss any issues or concerns that arise relating to the Community Garden.
- f. The CGC shall investigate any rule violations that may jeopardize a gardeners' present or future membership.
- g. The CGC shall mediate any complaints that cannot be resolved through the Garden Coordinator.

IV. PROCEDURES FOR COMMUNITY GARDEN MEMBERSHIP

- a. New Providence residents interested in obtaining a plot shall submit a completed application form to the Borough of New Providence.
- b. Applications shall be deemed completed when the following documents have been submitted:
 1. Application
 2. Signed acknowledgement of rules for the Community Garden
 3. Signed Hold Harmless Agreement – *The Borough Administrator is authorized to sign the Hold Harmless Agreements on behalf of the Borough of New Providence*

- c. Completed applications must be received by March 1st to be included in the lottery. Completed applications received after March 1st will be considered for a plot if available on a first come basis.
- d. By March 15th of each year, the Borough Clerk's office shall conduct a lottery for plots.
- e. Those receiving a plot will be notified and required to pay the annual fee to the Borough Clerk.
 - 1. Upon payment of the annual fee, the applicant will be issued the lock combination(s) that will open the shed and the gate to the garden.

Original Issue Date: 05-02-2016
12-16-2016
12-19-2017
01-17-2019

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NEW PROVIDENCE COMMUNITY GARDEN (NPCG) OPERATING RULES

1. Primary Gardeners must be at least 21 years old and household members must be at least 13 years old to work in the Garden unsupervised.
2. The Garden planting season shall be April 15 – October 31, depending upon weather and initial garden set up.
3. Garden operating hours are Monday – Sunday, dawn to dusk.
4. One plot is allowed per household unless there is excess inventory of available plots.
5. Prior to the start of the garden season, all Gardeners are required to attend the Organizational Meeting, scheduled to take place in early April. In addition, community garden work days will be scheduled for garden maintenance.
6. Gardeners are required to maintain their plot for the entire Garden Season. They may designate at the time of registration any household member who is permitted to work in the Garden Plot aged 13 and up. Plots are to be weeded on an on-going basis and planted by no later than the end of May. Failure to maintain the plot and to weed on a regular basis may result in forfeiture of the plot.
7. Each Gardener must commit to a minimum of 3 hours of volunteer time during the garden season to the maintenance and operation of the Garden's common areas, e.g., weeding the common areas, maintaining the compost, laying wood chips, etc. If a Gardener is unable to volunteer a minimum of 3 hours, a fee of \$50 may be assessed and they may not be assigned a Plot in future garden seasons, as determined by the Garden Committee.
8. Gardeners are responsible for weeding the paths and areas around their Plot. Paths must be kept free of weeds and obstructions.
9. All Plots must remain free of trash and dead plants.
10. Gardeners must immediately treat plant diseases and pests. (See binder in plant shed for fact sheets on identification and treatment). In some cases, the Garden Coordinator will provide instructions on treatment, and may require removal of plants for pest and disease control. Infected plants may not be composted and must be disposed of off-site.
11. Wood chips may not be used as mulch in the Garden Plots, using salt hay is acceptable.
12. Spent plant materials must be disposed of in the compost containers provided.
13. All non-compostable waste/trash must be disposed of offsite. There is no waste disposal service at the Garden.
14. Tires or other structures that retain standing water are prohibited.

15. Basic, temporary plant supports that are no higher than 5 feet are permitted, e.g., tomato cages and trellises. All other structures are prohibited in the Garden Plots.
16. The Garden shall operate as an organic garden. All soil, pesticides, fertilizers and mulch must be pre-approved by the NPCG Committee. The use of non-organic products is prohibited, e.g., Miracle Grow, Preen.
17. Plants that are invasive in nature are not allowed. (See NPCG Checklist of Prohibited Plants).
18. Garden Plots must be completely cleared out and raked at the end of the garden season, by a date set by the Garden Coordinator, typically October 31 (depending on weather). All plant debris, weeds, plastic plant tags, plant supports and other objects must be removed from the Plot.
19. Service animals are the only animals permitted in the Garden.
20. All children must be closely supervised and are not allowed to engage in roughhousing or other behavior that would disturb other Gardeners. Parents/guardians/adults are responsible for supervising their children and teaching them the safe use of tools, gardening methods, and garden etiquette.
21. Growing or use of illegal substances shall result in immediate expulsion and revocation of the Garden Plot.
22. Tools and equipment of the NPCG may not be removed from the Garden area, and must be cleaned and properly stored in the Garden shed after use. No personal items may be stored in the Garden shed or in the Garden.
23. The Garden gate must remain locked. The last Gardener to leave the Garden is responsible for locking the gate.
24. Water spigots must be turned off after use.
25. Gardeners and their visitors are not permitted to enter, water, or garden another Gardener's plot, unless given explicit permission to do so.
26. A Gardener must immediately notify the Garden Coordinator in writing of the inability to maintain a Plot. No application fee will be refunded.
27. All Gardeners must maintain good conduct and civil behavior at all times. Verbally or physically abusive behavior will not be tolerated. Use of alcohol is prohibited within and surrounding the Garden.
28. The use of amplified devices and noise is prohibited.
29. Smoking is prohibited in areas within and surrounding the Garden.
30. Grievances: Gardeners should first try to resolve any grievances with fellow Gardeners. A conversation about an issue often can lead to great ideas, suggestions, and quick resolution. If a Gardener is unable to resolve a grievance with a fellow Gardener, he/she may ask the Garden Coordinator for a resolution. If the issue cannot be resolved with the assistance of the Garden Coordinator, the matter may be referred to the Garden Committee.
31. Failure to comply with the Operating Rules and other Garden regulations may result in forfeiture of the Plot, as per the recommendation of the Garden Coordinator and as determined by the Garden Committee. No fees will be returned if a Plot is forfeited.
32. Gardeners who fail to comply with the Operating Rules and other Garden regulations will not be assigned a Plot in future garden seasons, as determined by the Garden Committee.
33. Parking – Please use the NP Community Pool parking lot.

Name: _____ Address: _____

City: _____ Cell #: _____

I, _____ acknowledge that I have reviewed the rules enumerated herein and agree to abide by said rules during the term of my membership in the New Providence Community Garden.

_____ Date: _____

Signature of Applicant

BOROUGH OF
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NEW PROVIDENCE COMMUNITY GARDEN USER AND HOLD HARMLESS AGREEMENT

WHEREAS, The New Providence Sustainability Committee and the Borough of New Providence has initiated a community garden project; and

WHEREAS, the Community Garden will be located adjacent to the New Providence tennis courts on Springfield Avenue, New Providence, New Jersey; and

WHEREAS, the undersigned User desires to use one or more of the plots designated in the New Providence Community Garden;

NOW THEREFORE, it is agreed by and between the Borough of New Providence and the User as follows:

1. All recitals set forth above are incorporated herein.
2. The Borough Council will establish a fee for the use of each plot per growing season.
3. The User shall be permitted to use their assigned plot(s) at the New Providence Community Garden between April and October - upon payment of the annual fee.
4. The User shall have access to the community garden from dawn to dusk, Monday through Sunday.
5. The User recognizes and acknowledges that using the community garden is a privilege and In consideration thereof the User and any one to whom the User grants permission to access or work in the garden release and waive any and claims, demands, liabilities, damages, actions and causes of action of any kind or nature whatsoever for personal injury or property damage arising out of or in connection with the use of the community garden regardless of cause including but not limited to any claim of negligence by the Borough of New Providence, Its employees, representatives, appointees or other agents.
6. The User agrees to defend, indemnify, and hold harmless the Borough of New Providence, Its employees, representatives, appointees or other agents from any and all claims arising out of or in connection with use or access to the community garden by the User or any one to whom the User grants permission to access or work in the garden.
7. All rules and regulations pertaining to the use of the community garden will be unilaterally determined and enforced by the Garden Committee and its members.
8. This Agreement shall be interpreted under the laws of the State of New Jersey.
9. This Agreement contains the entire agreement between the parties and may only be modified in writing signed by the parties.

COMMUNITY GARDEN USER (Print): _____

Dated: _____ (Signature): _____

Borough of New Providence: (Print): _____

Dated: _____ (Signature): _____

New Providence Community Garden 2019

Prohibited Plant List

Perennials: Your plot is yours this season only. Perennials take more than one season to mature. Choose annual fruits and vegetables for your plot.

Flowers and other plants grown solely for ornamental purposes:

Exceptions are flowering plants that have been shown to attract beneficial insects, i.e., pollinators and those that feed on garden pests. These flowering plants include: candytuft, sweet alyssum, borage, signet marigolds ('Gem'), lobelia erinus, cosmos (short varieties only -- under 3'). Gardeners are permitted to grow a limited number of beneficial plants.

Sunflowers: Too tall, will block sunlight to other plots, and sunflower seeds spread.

Jerusalem artichoke: Aggressive.

Mint, Lemon Balm and Comfrey: All varieties aggressively spread and are difficult to control.

Corn: Too tall and multiple rows are required to bear corn.

Strawberries: An invasive perennial.

Water Spinach/Chinese Spinach (*Ipomoea Aquatica*): Aggressive.

Asparagus: Perennial that will not produce fruit for 2+ years.

Sprawling plants: Such as pumpkins and winter squashes, and any other plant that will grow out of bed into walkways.

Trees: All types, including fruit trees.

Woody plants, shrubs, and grape vines.

Illegal substances.

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New Providence Community Garden Application

Annual Fee: \$50

Name: _____

Address: _____ Town: _____

Phone: _____ Cell: _____

Email: _____

I hereby make application for a plot at the New Providence Community Garden. I have attached the following to this application:

- \$50 Check made payable to the Borough of New Providence
- Signed copy of the Operating Rules for the New Providence Community Garden
- Signed Hold Harmless Agreement

- I understand that my participation in the New Providence Community Garden is based on a lottery system if we have more applicants than available plots.
- I understand that my continued and future participation is based on my compliance with the Operating Rules for the community garden.

Signature of Applicant Date: _____

For internal use

Date application received: _____

Lottery number assigned: _____

Date applicant notified: _____

Number on waiting list: _____

Plot number assigned: _____