

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2016-163

Council Meeting Date: 05-02-2016

Date Adopted: 05-02-2016

TITLE: RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF NEW PROVIDENCE, COUNTY OF UNION, STATE OF NEW JERSEY ADOPTING STANDARD OPERATING PROCEDURE FOR THE NEW PROVIDENCE COMMUNITY GARDEN

Councilperson Muñoz submitted the following resolution, which was duly seconded by Councilperson Galluccio.

WHEREAS, the Borough Council believes that it is both necessary and appropriate to adopt the following standard operating procedures to provide guidance on various issues affecting, staff, volunteers and Borough Officials:

**COMMUNITY GARDEN PROCEDURES            102-16-003**

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of New Providence, County of Union, State of New Jersey that the SOP which is attached hereto and made a part hereof, is hereby adopted.

APPROVED, this 2<sup>nd</sup> day of May, 2016.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO	X			
KAPNER	X			
MADDEN	X			
MUÑOZ			X	
ROBINSON	X			
MORGAN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 2<sup>nd</sup> day of May, 2016.

Wendi B. Barry, Borough Clerk

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) 2016-163
Title: <b>Community Garden Procedures</b>		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 member of the New Providence Garden Club.
  3. One member of the Beautification Committee.
  4. The council liaison to the Sustainability Committee.
  5. The "Head Gardner" as identified in section III. D.
- c. The chairperson of the Community Garden Committee shall be selected by the membership of the 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. Annually, on or before December 1<sup>st</sup>, The CGC shall recommend a fee schedule for the following year.
- e. The CGC shall appoint a "head gardener" who shall be responsible for the general management and oversight of the Community Garden.
- f. The CGC shall discuss any issues or concerns that arise relating to the Community Garden.
- g. The CGC shall investigate any rule violations that may jeopardize a gardeners' present or future membership.
- h. The CGC shall mediate any complaints that cannot be resolved through the head gardener.

IV. **PROCEDURES FOR COMMUNITY GARDEN MEMBERSHIP**

- a. Persons interested in obtaining a plot shall submit an application form to the Community Garden Committee. The applications will be collected at the Borough Clerk's office and turned over to the committee.
- b. Applications must be received by March 1<sup>st</sup> of each year.
- c. The CGC shall review applications to assure that the following documents have been submitted:
  1. Application
  2. Signed acknowledgement of rules for the Community Garden
  3. Signed Hold Harmless Agreement
- d. By march 15<sup>th</sup> of each year, the CGC 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 a key that will open the shed and the gate to the garden.

Original Issue Date: 05-02-2016