

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) |
| 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. The Borough of New Providence will advertise the availability of community garden plots for the growing season in January. New Providence residents interested in obtaining a plot shall submit a completed application form to the Borough of New Providence no later than March 1st.
- 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, except that the Community garden Coordinator is exempt from the lottery as he/she is assigned a plot in accordance with Section III d.
- 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
12-26-2019