

TOWNSHIP OF MAPLEWOOD



ORDINANCE

2698-12

**AN ORDINANCE
TO AMEND
THE DUTIES AND RESPONSIBILITIES
OF THE DEPARTMENT OF
RECREATION AND CULTURAL AFFAIRS**

"Interpretive Statement"

This ordinance will eliminate responsibility for parks and playground maintenance from the Director of Recreation and Cultural Affairs.

WHEREAS, several years ago responsibility for park maintenance was transferred to the Director of Recreation and Cultural Affairs; and

WHEREAS, this change has created confusion and overlapping with regard to areas of responsibility; and

WHEREAS, it has been recommended that park maintenance be returned to the responsibility of the Department of Public Works.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that park maintenance shall be the responsibility of the Department of Public Works and Article VII of the Code of the Township of Maplewood, Administration of Government, be amended to read as follows:

FIRST: **Section 6-20. Department Head.**

There shall be a Department of Recreation and Cultural Affairs, the head of which shall be the Director of Recreation and Cultural Affairs. The Director shall be responsible for the efficient administration, operation, maintenance and direction of all the Department's programs and activities.

Section 6-21. Assistant Directors of Recreation and Cultural Affairs.

There may be employed Assistant Directors of Recreation and Cultural Affairs who shall assist the Director in the administration and operation of the programs and activities of the Department.

Section 6-22. Term of office.

The term of office of the Director of Recreation and Cultural Affairs shall be one year.

Section 6-23. Qualifications.

Prior to his/her appointment, the Director shall be qualified by training and experience in the field of public recreation.

Section 6-24. Supervision.

The Business Administrator shall have overall supervision of the Department and the Director.

Section 6-25. Recreation Advisory Committee.

Within the Department of Recreation and Cultural Affairs, there shall be an Advisory Committee on Recreation to be known as the "Maplewood Recreation Advisory Committee" ("Committee") which shall consist of nine (9) members. The Committee shall be appointed by the Township Committee from the citizenry of the Township. At least one member of the Committee shall be designated as the senior member, and each appointment shall be for a term of three years on a staggered basis. Each member shall serve without compensation during his/her term. In the event of a vacancy, the Township Committee shall appoint a person to fill the vacancy for the unexpired term. There shall be a Chair and Vice Chair of the Committee, each of whom shall be designated by the Township Committee from the membership of the Committee. The Committee shall meet at least once per month and at such other times at such special meetings as may be called by the Chair or Vice Chair in the Chair's absence. The following persons shall be ex officio members of the Committee:

- A. The Director of Recreation and Cultural Affairs or his/her assistant.
- B. A member of the Township Committee.
- C. A representative of the South Orange/Maplewood School Board of Education.

Section 6-25.1. Maplewood Arts Council. [Amended 3-1-2011 by Ord. No. 2657-11].

Within the Department of Recreation and Cultural Affairs ("Department"), there shall be an advisory committee known as the "Maplewood Arts Council."

Section 6-26. Duties of Department. [Amended 3-1-2011 by Ord. No. 2657-11].

The Department of Recreation and Cultural Affairs shall:

- A. Administer programs at playgrounds, parks, fields and facilities for indoor and outdoor athletic, cultural, recreational and sports activities and programs for the residents of the Township and, where

authorized by law and the Township Committee, charge and collect on behalf of the Township a reasonable fee for each person and/or group participating in programs and activities or utilizing the Township facilities. B. Use public school property, by agreement with the Board of Education, to the extent that such property may be adaptable and available for recreational and cultural affairs programs and the propose of the Department. C. Work with the Township Committee to recognize, plan and develop additional public recreational activities and facilities for recreation and cultural affairs. D. Cooperate with other municipal departments, service clubs and other organizations in furthering recreational and cultural interest within the Township. E. Oversee the use of the Burgdorff Center for the Performing Arts and the 1978 Maplewood Arts Center.

Section 6-27. Adoption of rules. [Amended 3-1-2011 by Ord. No. 2657-11].

The Department of Recreation and Cultural Affairs may adopt reasonable rules, regulations and bylaws, subject to approval by the Township Committee, for the conduct of all persons while participating in programs and activities sponsored by the Department. Any person who shall violate any of the rules, regulations or bylaws may be charged with being a disorderly person.

Section 6-28. Duties of Director of Recreation and Cultural Affairs. [Amended 3-1-2011 by Ord. No. 2657-11].

A. Administer the work of the Department with the assistance of such policy guides as may be provided. B. Conduct studies of the present and future park and recreational needs of the Township and develop immediate and long-range plans. C. Within the limits of the Township Budget, be responsible for the recruitment, selection, employment and discharge of all part-time and seasonal personnel necessary for the implementation of all programs. D. Maintain such records as may be required to control Department receipts, property and personnel, and provide information to the Township Administrator for budgeting and financing of recreational programs. E. Be responsible to the Township Committee for the proper custody and preservation of the books, papers, records and property under his/her control and be answerable to the Township Committee for the faithful performance of his/her duties. F. Upon request, submit to the Township Committee and the Township

Administrator reports as to the conduct and progress of the Department. G. Meet with Township advisory committees as necessary to formulate recommendations on the activities of the Department.

H. Oversee the expenditure of funds consistent with the budgetary process and account for all funds received by the Department.

All other provisions shall remain unchanged.

SECOND: Severability:

If any section, paragraph, subparagraph, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the specific section, paragraph, subparagraph, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

THIRD: Repeal of Prior Ordinances

Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance be and the same are hereby repealed to the extent of any such inconsistencies.

FOURTH: Effective Date

This Ordinance shall take effect after final passage and publication and as provided by law.

PUBLIC NOTICE is hereby given that the foregoing proposed Ordinance was introduced and read by title for the first time at a meeting of the Township Committee of the Township of Maplewood, held on July 3, 2012, and that Committee met again on July 17, 2012, at 7:30 p.m. at the Municipal Building, 574 Valley Street, Maplewood, New Jersey, at which time and place the Committee proceeded to consider the said Ordinance on second reading and final passage.

ELIZABETH J. FRITZEN, R.M.C.
Township Clerk