

RESOLUTION

104

A RESOLUTION PERSCRIBING DUTIES, RESPONSIBILITIES
AND FUNCTIONS OF THE PARK BOARD

WHEREAS, The Township of Hopewell did adopt Resolution 81-106 establishing a Park Board so as to aid in the more efficient operation and administration of the Hopewell Community Park and various other activities within the Township of a conservation and/or recreational nature; and

WHEREAS, the Township of Hopewell wishes to delineate the duties, responsibilities and functions of the Park Board pursuant to resolution 81-106

NOW THEREFORE BE IT RESOLVED and the same is hereby resolved that;

1. That Exhibit I shall serve as a statement of rules and regulations promulgated by the Township of Hopewell to effectuate policy objectives with respect to the administration and operation of the Hopewell Township Community Park.

Adopted this 10 day of February 1987.


Manager/Secretary



President - Board
Hopewell Township
Commissioners

EXHIBIT I

STATEMENT OF RULES AND REGULATIONS PROMULGATED BY THE TOWNSHIP OF HOPEWELL TO EFFECTUATE POLICY OBJECTIVES WITH RESPECT TO THE ADMINISTRATION AND OPERATION OF THE HOPEWELL TOWNSHIP COMMUNITY PARK

1. The Township of Hopewell has determined that it is necessary to coordinate the activities conducted within the Hopewell Community Park and to establish a liason between the persons/groups engaged in those activities and the elected Hopewell officials, i.e. the Township Board of Commissioners.

2. In line with the above the Township of Hopewell has previously enacted Resolution No. 81-106 establishing a "Park Board" within the Township and has enacted Ordinance No. 80-6 prescribing regulations for the conduct of persons while in the park. The provisions of those aforementioned enactments are to be read in pari-materia with the provisions of this document. Additionally, any contrary and/or inharmonious provisions of this document and the referred to enactments would result in the enactments assuming precedence.

3. The Township desires to set forth the following policy objectives and further desires that the same be construed as rules and regulations to be complied with and followed by all affected personnel, groups, organizations, and/or Administrative-Advisory boards whose activities bring them into contact with the Hopewell Community Park.

(a) That the "Park Board", as previously established by the Township, serve as a direct link between the Township Board of Commissioners and all other organizations that conduct activities at the park.

(b) That it shall be the responsibility of the "Park Board" to monitor, approve, supervise, and otherwise administrate all activities that are conducted at the park, including but not limited to activities engaged in by the Hopewell Township Recreation Board, the Hopewell Conservation Club, the Blaney Nature Center, the Park Director, and/or other groups, organizations, and/or persons that may from time to time engage in special activities at the park.

(c) It shall be the responsibility of the "Park Board" to implement independent reporting procedures with the above groups so as to enable the "Park Board " to maintain a full and complete awareness of park activities so that the same may be effectively communicated by the "Park Board" to the Township Commissioners.

(d) The "Park Board" President shall meet with the Township Board of Commissioners once a month or as requested by the Township for the purpose of discussing park activities; the "Park Board" President should on those occasions be able to fully inform the Township Commissioners of park activities, whether in progress, scheduled , or contemplated, so as to enable the Township Commissioners to make any necessary decisions, take any actions, and/or implement any procedures that from time to time may be necessary.

(e) it is expected that all inquiries an/or problems that may arise in connection with the Administration of the park shall first be directed to the "Park Board" for resolution; that the "Park Board" shall in turn notify the Township Manager with appropriate recommendations, so that the matter(s) raised may be expeditiously acted upon and resolved by the Township Commissioners.

(f) It is provided that the "Park Board" should additionally be subject to the following guidelines and/or responsibilities:

- (i) Endeavor to maintain a high quality of recreational facilities and activities;
- (ii) Devise and implement a comprehensive recreation and park plan;
- (iii) Preliminarily receive citizens concerns, complaints, questions, and/or suggestions with respect to park activities;
- (iv) Seek to obtain, with the consent and knowledge of the Township Commissioners, financial grants which will improve the workings of the park;
- (v) Make recommendations to the Township Board of Commissioners for the implementations of a fiscally sound park budget;
- (vi) Make recommendations to the Township Board of Commissioners with respect to the hiring of park personnel, appointments to boards and/or groups affiliated with the park and to aid in defining their respective responsibilities;
- (vii) Take an active role in implementing related legislation at local, state and federal levels for the purpose of promoting park programs;
- (viii) Devise and implement internal procedures for the achievement of all desired objectives.

(g) The "Park Board" shall hold as many meetings, as frequently as required, to discharge the business of the "Park Board". At least four (4) members shall constitute a quorum, and an affirmative vote of present majority members shall be required to pass any motion or business. Monthly meetings should be called by the President of the "Park Board" in accordance with Act 84 of 1986 "The Sunshine Act".

(h) Members of the "Park Board" shall serve without pay.

(i) The "Park Board" shall keep records as are necessary to the conduct of its business. The "Park Board" shall keep minutes of all its meetings and shall keep a record of each decision made by the "Park Board".

(j) The "Park Board" shall adopt rules, subject to the approval of the Township Commissioners, for the conduct of its business.

(k) The "Park Board" shall make an annual financial report to the Board of Commissioners which report should include a summarization of all monies collected as a result of any park activity as well as a summary of the expenditures necessary for proper park administration.

(l) The "Park Board" shall have the power to solicit contributions of money, to arrange fund-raising activities, to solicit volunteers to do work, and to solicit the donation of materials. The "Park Board" also shall have the power to request the donation of money and the donation of land.

No work shall be done on any public land belonging to the Township, without express approval of the Township. No donation of land shall be received by the "Park Board" without the express approval of the Township. No fund raising of any kind shall be undertaken and no donation shall be accepted for any purpose until after that purpose has been approved by the Township Commissioners.

(m) Any funds received by the "Park Board" from donations shall be considered to be a trust fund and shall be kept by the Township Manager as a special fund. Such funds shall be used only for the purposes for which they were donated.

(n) Members of the "Park Board" may be reimbursed for costs actually expended on park business with the approval of the Township Manager and/or the Township Commissioners.

(o) Any person aged Eighteen years or older and a resident of the Township of Hopewell shall be eligible to be a member of the "Park Board".

4. Nothing contained herein shall be construed to confer any legislative powers upon the "Park Board", shall be construed to confer any legislative powers upon the "Park Board", such legislative powers being within the sole province of the Township Commissioners.

Per Resolution 87-104

APPROVED:

Date _____

Manager/Secretary

President - Board
Hopewell Township Commissioners