

## **AGENDA**

### **Monday, December 9, 2013**

**Regular Meeting**  
**Mayor and Borough Council**

**Borough of Chatham**  
**54 Fairmount Avenue**  
**Chatham, NJ 07928**

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**CALL MEETING TO ORDER**    The meeting will be called to order at 7:30 p.m.

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**SALUTE TO  
THE FLAG**

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**MOMENT OF SILENCE**

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**ADEQUATE  
NOTICE**

Statement re: Adequate Notice of Meeting

Pursuant to the requirements of R.S. 10:4-10, adequate notice of this meeting has been provided by including same in the Annual Notice, copies of which were posted on the Municipal Bulletin Board, on the main floor of the Municipal Building, e-mailed to the Independent Press, the Morris County Daily Record, the Star Ledger, the Chatham Courier, the Chatham Patch, and the Alternative Press and filed with the Borough Clerk, all on January 4, 2013.

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**ROLL CALL**

On a call of the roll the following officials should be present:

Mayor Bruce A. Harris  
Council Member James J. Collander  
Council Member James Lonergan  
Council President John Holman  
Council Member Victoria Fife  
Council Member Gerald J. Helfrich  
Council Member Alida Kass  
Robert J. Falzarano, Borough Administrator  
James L. Lott, Jr., Borough Attorney  
Susan Caljean, Municipal Clerk

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**RESOLUTION #13-387**

**RESOLUTION TO ADOPT COUNCIL MEETING MINUTES**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the minutes from the following meeting are approved as typed and filed in the Borough Clerk's office:

Council Meeting, November 25, 2013

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**DISCUSSION ITEMS**

1. Relay for Life- Mrs. Fife
2. 2014 Daily Parking Fees & New Daily Phone Pay Feature- Mr. Lonergan
3. Community Garden Update- Mr. Holman
4. Library Parking Lot Expansion- Mr. Collander
5. Tax Map Update- Mr. DeNave
6. Community Beekeeping- Mayor Harris

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**MEETING OPEN TO THE PUBLIC**

**NOTICE  
OF PUBLIC COMMENT**

Hearing of citizens during the Public Comment section of the Agenda is an opportunity for any member of the public to be heard about issues which are/are not topics scheduled for Public Hearing tonight. To help facilitate an orderly meeting, and to permit all to be heard, speakers are asked to limit their comments to a reasonable length of time.

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**SECOND READING ORDINANCE PROCEDURE**

Mayor Harris asks **Council Member Fife** to proceed with Ordinance #13-23

**Council Member Fife** reads Ordinance #13-23 entitled:

**AN ORDINANCE TO AMEND THE SALARIES AND WAGES FOR CERTAIN  
MUNICIPAL POSITIONS OF THE BOROUGH OF CHATHAM  
FOR THE YEAR 2014**

Which Ordinance was introduced and passed on first reading at a regular Council meeting held on November 25, 2013.

Mayor Harris asks the Clerk to give a summary of the legal notice.

COUNCIL MEETING  
December 9, 2013

The Clerk states: A legal notice was published indicating that Ordinance #13-23 was introduced and passed on first reading at the November 25, 2013 meeting and indicating that the second reading and public hearing would be held at the Council meeting on December 9, 2013 for consideration of final adoption. Copies were made available to the general public and posted in accordance with the law.

Mayor Harris: The meeting is now open for a public hearing on the Ordinance and any member of the public may be heard.

Mayor Harris: I will now close the meeting to the public.

Council Member Fife: I offer the following Ordinance and move its adoption:

Resolved, that this Ordinance as read by title on second reading, at this regular meeting, be adopted and finally passed.

Council Member \_\_\_\_\_ seconds the motion.

Name	Motion	Second	Yes	No	Abstain	Absent
Collander						
Lonergan						
Holman						
Fife						
Helfrich						
Kass						

Mayor Harris: I declare this Ordinance adopted and finally passed. I hereby request the Clerk to publish the proper notice of this adoption in the newspaper and to record the Ordinance in the proper places.

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**Council Liaison Reports**

<b>Affordable Housing Advisory Committee</b>	Mayor Bruce A. Harris
<b>Communications Technology Advisory Committee</b>	Mayor Bruce A. Harris
<b>Community Gardens Advisory Committee</b>	Vacant
<b>Environmental Commission</b>	Vacant
<b>Overnight Parking Advisory Committee</b>	Vacant
<b>Cares &amp; Shares Advisory Committee</b>	James Lonergan
<b>Municipal Pool Advisory Committee</b>	James Lonergan
<b>Joint Recreation Advisory Committee</b>	James Lonergan
<b>Shade Tree Commission</b>	James Lonergan
<b>Board of Health</b>	John Holman
<b>Community Garden</b>	John Holman
<b>Farmers' Market Advisory Committee</b>	John Holman

COUNCIL MEETING  
December 9, 2013

**Madison Chatham Joint Meeting  
Mayors' Wellness Committee  
Project Community Pride  
Chamber of Commerce  
Planning Board  
Public Arts Council Advisory Committee  
Senior Center of the Chathams  
9/11 Memorial Advisory Committee  
Historic Preservation Commission  
Board of Education  
Traffic Safety Advisory Committee**

**John Holman  
Victoria Fife  
Victoria Fife  
Victoria Fife  
Victoria Fife  
Victoria Fife  
Victoria Fife  
Gerald J. Helfrich  
Gerald J. Helfrich  
Gerald J. Helfrich  
James Collander**

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**MAYOR'S REPORT**

**Mayor Bruce A. Harris**

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**ADMINISTRATOR'S REPORT**

**Robert J. Falzarano**

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**CONSENT AGENDA**

The following items are considered to be routine by the Chatham Borough Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

Resolution #13-388 through Resolution #13-399 have been placed on the Consent Agenda.

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**RESOLUTIONS REMOVED FROM THE CONSENT AGENDA**

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**FINANCE**

**RESOLUTION #13-388**

**RESOLUTION TO APPROVE PAYMENT OF VOUCHERS**

**WHEREAS**, vouchers for payment have been submitted to the Borough Council by the various municipal departments.

**BE IT RESOLVED**, by the Borough Council of the Borough of Chatham that all vouchers approved by the Finance Chairman be paid subject to the certification of the availability of funds by the Director of Finance.

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**RESOLUTION #13-389**

**RESOLUTION TO REDEMPTION OF A TAX SALE CERTIFICATE**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that a redemption of a tax sale certificate be issued to the individuals listed below as follows:

BLOCK/LOT	OWNERS & PROPERTY ADDRESS	AMOUNT	YEAR/QTR
61/7	Donchez, Marie 94 Elmwood Avenue	\$6,662.07	+200.00 2012

Please make check payable & mail to lien holder:  
Park Finance II, LLC.  
PO Box 109  
Cedar Knolls, NJ 07927

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**RESOLUTION #13-390**

**RESOLUTION TO TRANSFER MONIES IN THE APPROPRIATION BUDGET 2013  
CURRENT FUND**

WHEREAS, N.J.S.A. 40A: 4-59 provides that during the last two months of any fiscal year, when the amount of the current fiscal year is insufficient to pay the claims authorized or incurred during said current year which were chargeable to said appropriation.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham in the County of Morris and state of New Jersey that the Director of Finance is hereby authorized to make the following line-item transfers in the 2013 Current Fund Budget with an effective date of November 11<sup>st</sup>, 2013:

**From:**

<u>Departments</u>	<u>Account #</u>	
Parking S/W	25-245-010	\$ 7,000.00
Social Security Taxes O.E.	36-472-000	5,000.00
Public Works O.E.	26-290-242	800.00
<b>TOTAL</b>		<b>\$12,800.00</b>

**To:**

<u>Departments</u>	<u>Account #</u>	
Borough Clerk O. E.	20-120-205	\$ 3,000.00
Emergency Management O. E.	25-252-201	1,000.00
Animal Control O. E.	27-340-201	3,000.00
Sewer O.E.	31-455-213	5,000.00
P.E.O.S.H.A.	26-310-245	800.00
<b>TOTAL</b>		<b>\$ 12,800.00</b>

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**RESOLUTION #13-391**

**RESOLUTION TO REFUND PROPERTY TAXES**

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that a refund of property taxes be issued to the individuals listed below as follows:

BLOCK/LOT	OWNERS & PROPERTY ADDRESS	AMOUNT	YEAR/QTR
79/22	Vogt, Lawrence & Patrice 14 Dunbar Street	\$30.00 Overpayment	2012/4 Qtr.

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**RESOLUTION #13-392**

**RESOLUTION FOR THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL GRANT EXTENSION JANUARY 1, 2014 TO JUNE 30, 2014**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, the Borough Council of the Borough of Chatham, County of Morris, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

**WHEREAS**, the Borough was approved for a Municipal Alliance grant for the January 1, 2013 through December 31, 2013 grant term; and

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse has extended the 2013 grant term until June 30, 2014, in order to transition the grant to a fiscal year rather than calendar year cycle; and

**WHEREAS**, funding has been made available to Chatham Municipal Alliance in the amount of 50% of its approved 2013 grant total for the six-month extension period of January 1, 2014 to June 30, 2014, contingent upon meeting the 25% Cash Match and 75% In-Kind Match grant requirement for the extension funding.

**BE IT RESOLVED**, that the Borough Council does hereby authorize the submission of the grant extension for the Chatham Municipal Alliance grant in the amount of:

Drug Enforcement Demand Reduction (DEDR Grant contribution)	\$9,721.00
Cash Match	\$2,430.25
In-Kind	\$7,290.75

**BE IT RESOLVED**, the Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

**PERSONNEL**

**RESOLUTION #13-393**

**RESOLUTION TO SET THE ANNUAL RATES OF COMPENSATION FOR BOROUGH EMPLOYEES FOR THE YEAR 2014**

**WHEREAS**, Ordinance #13-23 being adopted by the Mayor and Council of the Borough of Chatham establishes the minimum and maximum rate of pay for the various positions in the Borough of Chatham; and

**WHEREAS**, specific rates of pay must be established for each individual employee of the Borough.

<b>Position</b>	<b>Name</b>	<b>2014 Salary</b>
Deputy Clerk	Baldwin, Catherine	\$49,726
Parking Enforcement Officer	Bochniack, Mike	\$45,554
Municipal Clerk/Bd. Health Secretary/Deputy Registrar	Caljean, Susan	\$84,893
Police Secretary	Ciccarone, Mary Beth	\$51,987
Police Chief	Crosson, Phil	\$145,883
Engineering/Zoning Official/Code Enforcement	DeNave, Vince	\$146,385
Tax Assessor	DePierro, Therese	\$18,132
Administrator	Falzarano, Robert	\$165,685
Fire Chief	Glogolich, Peter	\$18,467
Media Programming Manager	Grobert, John	\$26.15 per hr.
Minute Clerk	Holler, Liz	\$37,295
Director of Finance	Mariniello, Mike	\$98,354
Accounts Clerk/Registrar/Senior Assessing Clerk	Mandal, Anne	\$69,222
Assistant Finance Officer	Cittrich, Tyrina	\$35.03 per hr.
Utility Billing Rep/Deputy Registrar	Morris, Cheri	\$58,647
Deputy Recreation Director/Program Supervisor	Nauta, Carolyn	\$74,319
Emergency Management Coordinator	Nauta, William	\$12,997
Fire Inspector/Fire Official (UFC)	Nugent, Walter	\$37.33 per hr.
Executive Administrative Asst.	O'Shea, Kevin	\$74,661
Administrative Secretary I	Piccolo, Janice	\$68,440
Tax Collector	Polidor, Madeline	\$56,763
Deputy Director of Public Works	Torello, Tony	\$103,013
Parking Enforcement Officer	Sweetin, Robert	\$45,554
Fire Coordinator	Williams, Steve	\$56,100

Director of Public Works	Venezia, Robert	\$116,987
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**RESOLUTION #13-394**

**RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF CHATHAM, COUNTY OF MORRIS, ELIMINATING THE TECHNICAL ASSISTANT POSITION IN THE BOROUGH CONSTRUCTION OFFICE**

**WHEREAS**, the Mayor and Borough Council of the Borough of Chatham desire to enter into a shared service arrangement with the Borough of Madison for all State mandated Uniform Construction Code Services; and

**WHEREAS**, the shared services arrangement with Madison will provide for more efficient and cost-effective services to Borough residents and is in the best interest of the Borough; and

**WHEREAS**, the shared services arrangement eliminates the Technical Assistant Position in the Borough Construction Office and terminates the employment of the at-will employee, Maria Maramonte, effective December 31, 2013.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham as follows:

1. The Mayor and Borough Council of the Borough of Chatham hereby eliminate the Technical Assistance Position in the Borough Construction Office and terminate the employment of the at-will employee, Maria Maramonte, effective December 31, 2013.
2. The Borough Administrator is hereby authorized and directed to take all actions necessary to effectuate the terms and conditions of this Resolution.
3. All other Borough employees and officials are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this Resolution.

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**MISCELLANEOUS**

**RESOLUTION #13-395**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF CHATHAM, COUNTY OF MORRIS, NEW JERSEY, TO AMEND AREAS DESIGNATED "PERMIT PARKING" PURSUANT TO CHAPTER 139, SECTION 62 AND 63 OF THE CODE OF THE BOROUGH OF CHATHAM**

**WHEREAS**, Chapter 139, Section 62 of the Code of the Borough of Chatham entitled "Parking by permit." specifies that the governing body shall establish by resolution the rules and regulations governing the issuance and management of parking permits; and



**WHEREAS**, by Resolution #13-393 the Mayor and Borough Council of the Borough of Chatham established parking fees and rules and regulations for the sale of parking permits required for parking lots or areas designated "fee parking".

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham in the County of Morris, State of New Jersey that the following daily permit fee's shall apply:

- (1) In parking lots or areas designated fee parking, a Smart Card fee of \$5.50 Dollars (\$5.50) for Non-Borough residents and a Four Dollar (\$4.00) fee for Borough residents shall be paid for the twelve (12) hour period or fraction thereof between the hours of 7:00 a.m. and 7:00 p.m., prevailing time, daily, except Saturdays, Sundays, and legal holidays. The Daily Permit fee for cash or credit card customers is Five Dollars (\$5.50) for all users.
- (2) The daily parking permit fee for payment by phone is \$5.50 Dollars (\$5.50) for residents and non-residents.
- (3) The annual permit fees, rules and locations established and authorized by Resolution #13-129 shall remain in full force for 2014.

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**RESOLUTION #13-396**

**RESOLUTION TO FIX THE 2014 SOLID WASTE UTILITY AND RECYCLING ANNUAL FEE FOR BOTH RESIDENTIAL AND COMMERCIAL USERS**

**WHEREAS**, the Mayor and Council of the Borough of Chatham enacted Ordinance #10-91 establishing a Solid Waste Utility to provide for the means for awarding a Solid Waste Removal contract and for covering the costs of the municipal curbside recycling contract; and

**WHEREAS**, the ordinance establishing the Solid Waste Utility specified that a user fee would be billed to all residential and commercial properties being serviced by the program; and

**WHEREAS**, said ordinance also stipulated that the Borough Council would fix the amount of the Solid Waste Utility Fee from time to time based on the costs associated with the services provided by the utility.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the User Fee for Solid Waste Utility shall be as follows:

\$ 177.00 per residential unit  
\$ 202.00 per commercial unit

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**RESOLUTION #13-397**

**RESOLUTION SETTING THE SEWER SERVICE CHARGES FOR 2014**

**WHEREAS**, the Chapter 217, Sewers, of the Borough Code regulates, among other things, the charges for Sanitary Sewers in the Borough of Chatham; and

**WHEREAS**, Chapter 217 has been amended and supplemented to provide for the setting of sewer charges by Resolution to provide greater flexibility to the operations;

**WHEREAS**, pursuant to Chapter 217 the sewer charges have been computed by the Borough Administrator and Chief Financial Officer, and

**WHEREAS**, it has been determined that the new sewer service charge shall be computed at the rate of \$3.59 per 100 cubic feet of metered water or metered sewerage during the preceding quarter.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham, County of Morris, State of New Jersey that the new sewer service charge will be \$3.59 per 100 cubic feet of metered water or metered sewerage during the preceding quarter.

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**RESOLUTION #13-398**

**RESOLUTION TO APPROVE THE JOINT COMMUNITY GARDEN FEES AND RULES**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following fees are approved:

Full Plot	(10 x10)	\$35.00
Half Plot	(5 x 10)	\$18.00
Quarter Plot	(5 x 5)	\$10.00

**BE IT FURTHER RESOLVED**, that the Borough Administrator is authorized to approve refunds; and

**BE IT FURTHER RESOLVED**, the attached Joint Community Garden rules are hereby approved.

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**CONTRACTS**

**RESOLUTION #13-399**

**RESOLUTION TO AUTHORIZE AMERICAN ALARM SYSTEMS TO MAINTAIN FIRE DETECTION EQUIPMENT AND SYSTEMS**

COUNCIL MEETING

December 9, 2013

**WHEREAS**, the Chatham Borough Municipal Building, Fire House and the Department of Public Works Buildings are required to comply with the Uniform Fire Code and promulgated pursuant to the New Jersey Uniform Fire Safety Act; and

**WHEREAS**, the fire detection and maintenance proposal has been reviewed by the Chatham Borough Fire Inspector/Fire Official; and

**WHEREAS**, the proposal submitted by American Alarm Systems meets the requirements set forth by the Chatham Borough Fire Inspector/Fire Official.

**BE IT RESOLVED**, the Borough Council that the Mayor is authorized to sign the American Alarm System contract proposal for a period of one year.

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**CONSENT AGENDA VOTE:**

Mayor Harris asks Council Member \_\_\_\_\_ to proceed with the Resolutions listed on the Consent Agenda, Resolutions #13-388 through #13-399.

Council Member \_\_\_\_\_: I would like to make a motion to allow the resolutions on this evening's agenda to be approved by consent of the Council; and I so move.

Seconded by: \_\_\_\_\_

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**RESOLUTION #13-400**

**RESOLUTION TO RECESS INTO CLOSED SESSION**

**BE IT RESOLVED**, by the Borough Council of the Borough of Chatham that it adjourn into Closed Session to discuss the following subject matter(s) without the presence of the public in accordance with the provisions of R.S. 10:4-12b:

- CONTRACTS:** 1. Weichert DEP Settlement- Mr. DeNave  
2. CPS Lease- Mr. Falzarano  
3. Joint Meeting Contract- Mr. Lott

**LITIGATION:** 1. Tricare Update- Mr. Lott

The matter(s) discussed will be made known to the public at such time as appropriate action is taken on said matter(s), and when disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Borough of Chatham, provided such disclosures will not violate Federal, State or local statutes and does not fall within the attorney-client privilege.

**See attached Joint Community Garden of the Chathams rules and regulations:**



## **Joint Community Garden of the Chathams Application**

The Joint Community Garden of the Chathams is preparing for the 2014 season at its new Woodland Park location, accessed off Woodland Road just east of Madison. The area has been leveled and a cover crop planted.

A new Joint Community Garden Advisory Committee has been appointed and has developed new rules for the Garden. A copy of the Joint Community Garden of the Chathams Rules is attached. They are typical of the rules utilized by community gardens in the U.S. All gardeners are expected to keep their own plots in good order and volunteer for assignments for the benefit of the whole garden community.

The new Joint Community Garden of the Chathams will have three different sized plots: full sized at 10 ft. by 10 ft., half-sized plots at 5 ft. by 10 ft. and quarter sized plots at 5 ft. by 5 ft.

If you are interested in having a Garden Plot for the 2014 growing season, this application needs to be received no later than [December 31, 2013] at your respective Municipal Building:

1. **For Chatham Borough Residents:**  
Janice Piccolo  
Borough Hall  
54 Fairmount Avenue  
Chatham, NJ 07928
2. **For Chatham Township Residents:**  
Greg LaConte  
Chatham Township Administrative Offices  
58 Meyersville Road  
Chatham, NJ 07928

If we receive more Applications than the available number of garden plots, there will be a lottery to allocate plots (including sizes and location) with equal opportunities for Chatham Borough and Chatham Township residents to be selected. You will be notified as to whether or not you have been assigned a garden plot. Those assigned a plot must send in a check for the annual garden fee within 30 days of notification. Those not selected in the lottery will be put on a wait list and accommodated as soon as possible.

**We welcome all applications, but before sending one in please understand that having a garden plot requires:**

- **A substantial time commitment needed to devote to developing and maintaining your own plot**
- **Mandatory annual volunteering for the benefit of the community garden: 6 hours for a 10x10, 3 hours for a 5x10, and 1 ½ hours for a 5x5**
- **An expenditure of money on essentials needed for your plot (in addition to the modest annual garden fee)**
- **Compliance with the Joint Community Garden of the Chathams Rules (to be sent with your plot assignment)**

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## **Joint Community Garden of the Chathams Application**

**Please fill in the following information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Chatham Borough resident \_\_\_\_\_ Chatham Township resident \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Plot size preferred - please indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices:

Full (10 x 10: \$35 Fee) \_\_\_\_\_ Half (5 x 10: \$18 Fee) \_\_\_\_\_ Quarter (5 x 5: \$10 Fee) \_\_\_\_\_

Volunteer jobs preferred:

Fencing \_\_\_\_\_ Irrigation/plumbing \_\_\_\_\_ Maintenance \_\_\_\_\_

Communications \_\_\_\_\_ Food donation program \_\_\_\_\_

Community outreach \_\_\_\_\_ Pest control \_\_\_\_\_ Education \_\_\_\_\_

Test plots/propagation \_\_\_\_\_ Weather data \_\_\_\_\_

Joint Community Garden Advisory Committee \_\_\_\_\_ Garden Shepherds (Rules) \_\_\_\_\_

Tools \_\_\_\_\_ Public Relations \_\_\_\_\_ Signs \_\_\_\_\_

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**Please read the following Statement and sign in the space provided below:**

Neither Chatham Borough, Chatham Township, nor the Joint Community Garden Advisory Committee will be responsible for any accidents, injuries, damages, theft, damage to, loss of, or replacement of any belongings, equipment, materials, tools, or plantings. I therefore agree to hold harmless and indemnify Chatham Borough, Chatham Township, and the Joint Community Garden Advisory Committee for any liability, damage, loss or claim that occurs in connection with use of the garden by me or any of my guests. There is no security for any personal belongings. Failure to follow any garden or public area rules and regulations, after reasonable attempts to notify Gardener, may result in loss of your gardening plot. The Gardener may seek to re-establish gardening privileges, but will be asked to stay out of the gardening area until the issue is resolved. The Gardener will not be eligible for any refund or reimbursement for any seed, plantings, or other materials left at the gardening site. By signing below you acknowledge that you have read and understand the above Statement and will abide by the Joint Community Garden of the Chathams Rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact us with any questions by e-mail at: [chathamgarden@gmail.com](mailto:chathamgarden@gmail.com). Emails are read by the members of the Joint Community Garden Advisory Committee and automatically forwarded to the Borough and Township Municipal Clerks.

For Office Use Only:

Gardener has been assigned plot # [ ]

No plot available: applicant will be placed on wait list [ ]

## **Joint Community Garden of the Chathams - General Information, Garden Rules, and Garden Etiquette -**

**WE'RE NOT JUST GROWING PLANTS... WE'RE GROWING COMMUNITY!**

The goal of the Joint Community Garden of the Chathams is to provide an area for individuals and families to grow a garden, to build and nurture community friendships, and to share and grow gardening skills. The information provided below will help ensure that all gardeners have a successful and enjoyable gardening season.

### **General Information**

- The Joint Community Garden of the Chathams is located at Woodland Park, just east of Madison on Woodland Road. Limited parking is available at the site.
- Garden plots are available in three different sizes: 10x10, 5x10, and 5x5. The garden will have water spigots and a perimeter deer fence with gates.
- Annual fees for a single plot are as follows: \$35.00 for 10x10, \$18 for 5x10, and \$10 for 5x5.
- In the initial allocation of garden plots, if more Applications are received than the available number of plots, there will be a lottery to allocate plots (including sizes and locations) with equal opportunities for both Chatham Borough and Chatham Township residents to be selected.<sup>1</sup>
- How a lottery would work is best illustrated by way of the following examples (assuming a total of 60 available plots):

#### Example 1

- Applications are received from: 40 Chatham Township and 45 Chatham Borough residents;
- Result:
  - Lottery for the 40 Chatham Township Applicants; 30 are assigned plots;
  - Lottery for the 45 Chatham Borough Applicants; 30 are assigned plots.

#### Example 2

- Applications are received from: 25 Chatham Township and 45 Chatham Borough residents;
- Result:
  - No lottery for the 25 Chatham Township Applicants; all 25 are assigned plots;
  - Lottery for the 45 Chatham Borough Applicants; 35 are assigned plots.

#### Example 3

- Applications are received from: 20 Chatham Township and 25 Chatham Borough residents;
- Result:
  - No lottery.

- Applicants will be notified as to whether or not they have been assigned a garden plot. Those assigned a plot must send in a check for the annual garden fee within 30 days of notification. Those not selected in the lottery will be put on a wait list and accommodated as soon as possible.
- After the payment deadline passes each year for existing plotholders, the Garden Committee will determine how many plots are available, and those people on the wait list for that respective town will be accommodated when plots become available in a first-come, first-served order according to their date-stamped place on the wait list.

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<sup>1</sup> Civic organizations will be given priority in the allocation of garden plots to maximize the number of residents who get to use the garden.

- **“Our Accommodation Commitment”:** It is very important that all Chatham Borough and Chatham Township residents interested in the Joint Community Garden of the Chathams be given an opportunity to participate in the Garden. In this regard, the Joint Community Garden Advisory Committee makes a firm commitment to accommodate any person who has been on the wait list for a garden plot for more than 3 years (including by downsizing or sharing of plots, lottery, or perhaps development of an additional location if demand warrants). The Commitment will be reviewed annually by the Joint Community Garden Advisory Committee and if at any time it appears that this Commitment is not being met, it will be reviewed by the Joint Community Garden Advisory Committee along with the respective Chatham Borough and Chatham Township Committee Liaisons and the respective Chatham Borough and Chatham Township Administrators, and appropriate action will be taken to remedy the problem.

## Garden Rules

Community Gardeners commit to observing the following rules, which are based on generally accepted rules of community gardens all across America:

- I will plant my garden plot promptly. Plots not planted by June 1 may be forfeited to another gardener.
- I will provide my own seeds, seedlings, tools and other supplies. The garden may or may not be locked, so anything left in the garden is done so at the gardener’s risk.
- I will not use any pesticides, herbicides or fertilizers other than those labeled “Organic.” For the health of our community, it is the goal of the Community Garden to have an organic garden using only natural weed and pest controls and other organic methods. The use of chemicals such as Miracle Grow and Round Up are prohibited.
- I will devote adequate time each week (estimate 4 hours per week for a 10x10 plot) to properly maintain my garden plot, including weeding. I will be notified if my plot is excessively weedy and will be given a reasonable period to clean it up. If I do not comply, my plot may be forfeited.
- Volunteerism: it is required that all plotholders volunteer annually for the benefit of the entire Community Garden in addition to the maintenance of their own plot. For 10x10 plotholders: 6 hours; for 5x10 plotholders: 3 hours; for 5x5 plotholders: 1 ½ hours. Examples of duties/tasks needed are listed on the Joint Community Garden of the Chathams Application.
- I will make sure that plants taller than 4 feet are located so that they do not interfere with any neighboring plotholders.
- I will not plant invasive species such as mint, comfrey, horseradish, strawberries, etc., as they may spread to other areas of the garden.
- I will not extend my garden past the plot markers. I will be asked to remove plants that extend past the markers, and if not done in a 2-week period, plants may be removed without warning.
- I will remove all weeds and discarded plant material from the Community Garden and carry out all compost materials to a home composter or municipal site. All garbage must be carried out.
- I will keep aisles and walkways free of tools, stones, or other materials that would cause a hazard to others.
- I will maintain and remove weeds from the 18-inch strip of path surrounding all sides of my garden plot. This practice must begin by May 2 and be maintained throughout the season.
- I will hand-water my plot and will not use hoses or other irrigation devices unless the committee determines temporary use of hoses are needed during extended and extreme dry spells.
- I will make sure that spent plants, weeds, and gardening tools such as tomato cages, plant supports, watering cans, etc. are removed by November 15th. Winter crop-producing plants such as leeks, celery root, carrots, beets, etc. may remain through the winter for harvesting, as long as gardeners remove them if they die. Gardeners who do not comply may not be invited to renew the following year.
- I will make sure that all discarded weeds & plants are taken offsite to my own garbage or compost.



- I will notify the Garden Committee at [chathamgarden@gmail.com](mailto:chathamgarden@gmail.com) as soon as possible if I must abandon my plot.
- Pets are not allowed in the garden.

## **Garden Etiquette**

- Introduce yourself and build a stronger community!
- Keep gardening activities to daylight hours. The Community Garden is closed from dusk to dawn.
- If planting tall crops, do so where they won't shade other garden plots.
- Weed and maintain your garden regularly as weed seeds spread quickly in your plot and beyond.
- Remove pests and diseased plants often as they also spread quickly.
- Do not borrow tools from another gardener without permission.
- Do not pick any planting from another plot even if you think that plot has been abandoned or neglected.
- Please walk with care, and do not trample surrounding plants in other plots.
- Do not remove plot markers; if you are unsure of your boundaries please contact the Garden Coordinator.
- Children are welcome at the Community Garden; however, please watch them and monitor their activities so that they do not disturb fellow gardeners or their plots.
- Use personal music players instead of radios in the garden, and no loud cell phone use please.
- Commercial operations are prohibited.
- If you have a concern or issue with a gardening neighbor, please address it with him/her in a neighborly manner. If the issue cannot be resolved, please contact the Joint Community Garden Advisory Committee at [chathamgarden@gmail.com](mailto:chathamgarden@gmail.com).

Please note that we are still in our infancy and it is a learning process. If you have any suggestions or comments please share them! We are looking forward to many years of happy gardening and to growing gardening in our community.

You may contact [chathamgarden@gmail.com](mailto:chathamgarden@gmail.com) if you have any questions.

