

## **FINAL MINUTES**

**Monroe Joint Park Recreation Commission, February 25, 2013**

**The Monroe Joint Park Recreation Meeting was held at Smith Clove Park, 133 Spring St, Monroe, New York on the 25th day of February 2013.**

<b>PRESENT:</b>	<b>Tony Cardone</b>	<b>Chairman (arrived at 7:40pm)</b>
	<b>Ann Marie Morris</b>	<b>Commissioner</b>
	<b>Steve Pavia</b>	<b>Commissioner</b>
	<b>Debbie Kohrs</b>	<b>Commissioner</b>
	<b>Joe Mancuso</b>	<b>Park Recreation Director</b>
	<b>Priscilla C. Chang- Staley</b>	<b>Park Secretary</b>
	<b>Paul Truax</b>	<b>Park Manager</b>

**ABSENT: Adm. Chairman John Battaglia, Commissioners Rich Goldstein, Mike Niemann, Felipe Alvarez and Park Attorney Mathew Bennett**

Chairman Tony Cardone called the meeting at 7:40 P.M, with the Pledge of Allegiance.

### **Approval of Minutes**

On a motion made by Commissioner Pavia and seconded by Commissioner Morris

*Resolved, to approve the minutes of November 26, 2012. After two months having voted on the minutes, the minutes are approved*

<b>Ayes: 3</b>	Cardone, Morris, Pavia,
<b>Nays: 0</b>	
<b>Abstain 1</b>	Kohrs

On a motion made by Commissioner Morris and seconded by Commissioner Kohrs

*Resolved, to approve the minutes of January 28, 2013. However, January minutes will be voted on again in March.*

<b>Ayes: 3</b>	Cardone, Morris, Kohrs
<b>Nays: 0</b>	
<b>Abstain 1</b>	Pavia

### **Privilege of the Floor – Public Concerns**

Having no public present, the Commission continued with the Agenda.

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**Security**

Scott Perry, Vice President of Atlas Security was present; he requested feedback from the Commissioners. The monthly security reports are still being sent and received as scheduled.

**Greg O'Connor/Dowd Tournament**

Frank Kellher, along with Matt Mckeon and Greg O'Conner, representatives from the Tommy Dowd Memorial Foundation approached the Commission to request permission to hold their 12<sup>th</sup> annual Softball Tournament in Smith Clove Park. The softball tournament is the largest attended fundraiser for the organization; proceeds from the fundraisers support local causes. Last year, it was held elsewhere (in Chester) instead of the park because the Commission denied their field usage application (during February 2012 Park meeting). The request was denied because the issue of the participants and/or spectators violating the Park "No alcohol" policy in the past. The organizers are looking to have it return to the park. It was further added that they are willing to work with the Commission to enforce the policy; they plan on announcing the event earlier as well as adding a no alcohol disclaimer to their advertisements and to the team's tournament registration forms. The Commission requested to have temporary signs stating no alcohol consumption placed on the field where the games are being played. In addition, the Commission requested that all tournament participants, their family and/or friends must be notified of the policy prior to the event. The Board needs to be assured that everyone attending or playing in the Tournament is fully aware of the Park's policies and every effort is made to assure compliance. A question was raised regarding spectators who come to park and drink alcohol; are they (Tournament organizers/representatives) responsible for that person's actions? In response, the Commission stated security will be on hand to escort all violators including spectators out of the park. Lastly, the Commission requested a point of contact onsite while the Tournament is happening; security and the Commission must be made aware of whom the point of contact will be for any issues. The tournament representatives responded by stating they will comply with all their requests including having one of their board members present at all venues.

Towards the end of the discussion, another request was made to have a sign/banner advertising the event's sponsor temporarily placed while the games are in session. The Commissioners decided to further discuss the issue. Park Rec Dir. Mancuso provided the revised event request application to the representatives. After further discussion, the Commissioners decided they need more information before they could provide a decision; they would like to see a picture of the proposed sign/banner with dimensions, the number of signs needed, and what will it actually state. Park Rec Dir Mancuso will advise the Organizer's contact of this.

**Snack Bar Rebid**

Chairman Cardone advised the Snack Bar rebid package (with the new terms previously discussed during January 28<sup>th</sup> Park Meeting) was advertised; pickup date was February 1<sup>st</sup>, deadline to submit packages is today February 25 at 3pm and opened publically at 7:45 pm this evening at the Park Meeting Room as advertised. Six bids packages were distributed and only 1 was returned. That bid came from Megan Mazzucca, 35 Aquarius St Monroe NY and from Kim Holbrook 33 Lakeview Drive Monroe, NY. The amount is: year 1 \$5,500, year 2 \$5,500 and

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optional 3<sup>rd</sup> year \$5,500.

On a motion made by Commissioner Morris and seconded by Commissioner Kohrs;

***Resolved, to award the snack bar bid to Megan Mazzucca, 35 Aquarius St Monroe NY and Kim Holbrook 33 Lakeview Drive Monroe, NY jointly and separately as submitted in the amounts; year 1 \$5,500, year 2 \$5,500 and optional 3<sup>rd</sup> year \$5,500 as per the terms of the bid package subject to satisfactory review by the Snack Bar committee and,***

***Furthermore, upon satisfactory review and recommendation from the Snack Bar committee, Chairman Cardone is authorized to sign the lease agreement with Megan and Kim.***

***Ayes: 4    Cardone, Kohrs, Morris and Pavia***

***Nays: 0***

**Park Recreation Director Report**

As per Park Recreation Director Mancuso, he reported the following information to the Commission;

1. A copy of January minutes for approval (draft).
2. A copy of the list of bidders for the snack bar.
3. A copy of the final report for the Open House. The event was well received.
4. A copy of correspondence from a Chester resident, requesting permission to register her children for YAC. The Board advised Dir. Mancuso to respond to her request in writing, thanking her for her interest, but as per our “Town of Monroe” resident policy we must deny her request.
5. A copy of the park’s spring programs including a letter to parents addressing attendance and lateness. Dir. Mancuso is addressing a problem of several of the same parents who are coming very late to class and being disruptive.
6. A copy of ID’s issued for the month of February; 15 new and eight renewals.
7. A copy of the Park’s Calendar for March
8. A copy of the 2013 League Field Schedule. A resolution is needed to approve it.

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On a motion made by Commissioner Morris and seconded by Commissioner Kohrs;

***Resolved, to approve the 2013 League Field schedule, as written.***

***Ayes: 4*** Cardone, Kohrs, Morris and Pavia

***Nays: 0***

9. A copy of the Smith's Clove Park Event Application, for review.

10. A copy of the Departmental Report for the Municipalities

**Park Manager Report:**

Park Manager Truax reported the lights on Field#6 have been installed. The shed (by the batting cage) has been rebuilt with new siding. Roof will be replaced shortly.

He also stated the copier needs to be replaced; he obtained quotes from Toshiba and Ricoh to either to lease or purchase the copier. Similar machines and options were compared and the purchase amounts were \$6,395 and \$8,640 respectively; and to lease for 4 years, the amounts were \$10,410.84 and \$14,273.28 respectively. After reviewing the quotes, Mr. Truax recommended purchasing the copier from Toshiba; a resolution is needed to approve the purchase.

On a motion made by Commissioner Morris and seconded by Commissioner Kohrs;

***Resolved, to approve purchase of the Toshiba 2540 copier for \$6395 from Toshiba Business Solutions, 230 North Plank Rd, Newburgh NY 12550 and purchase amount to be applied to line 7110-2910 Capital Equipment.***

***Ayes: 4*** Cardone, Kohrs, Morris and Pavia

***Nays: 0***

Lastly, Mr. Truax requested a resolution to apply the security deposit from the Snack Shak to any outstanding utility bills or rent owed.

On a motion made by Commissioner Pavia and seconded by Commissioner Kohrs;

***Resolved, to apply the money in escrow account "BAM of Monroe Inc. Escrow Account" to Line J000-2410 in the amount of \$675 and the remained of the fund is to be applied to Line J000-4210, and to authorize Dir. Mancuso to advise, by Certified Mail, Ann Marie Giove as to the disposition of her deposit.***

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***Ayes: 4*** Cardone, Kohrs, Morris and Pavia

***Nays: 0***

**Old Business:**

Having no issues to discuss, the Commission continued with the agenda.

**New Business**

Having no issues to discuss, the Commission continued with the agenda

**EXECUTIVE SESSION**

There was no executive session required; the Commission continued with the agenda

**Authorization for Motion to Approve and Pay the Bills**

On a motion made by Commissioner Pavia and seconded by Commissioner Kohrs;

***to approve and pay the bills.***

***Ayes: 4*** Cardone, Kohrs, Morris and Pavia

***Nays: 0***

**With no further business, on a motion from Commissioner Kohrs seconded by Commissioner Morris, the meeting was adjourned at 8:52 pm. Carried unanimously.**

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Priscilla C. Chang-Staley  
Park Secretary