

**FINAL MINUTES**

**Monroe Joint Park Recreation Commission, April 28, 2014**

**The Monroe Joint Park Recreation Meeting was held at Smith Clove Park, 133 Spring St, Monroe, New York on the 28th day of April 2014.**

<b>PRESENT:</b>	<b>Tony Cardone</b>	<b>Chairman</b>
	<b>John Battaglia</b>	<b>Adm. Chairman</b>
	<b>Ann Marie Morris</b>	<b>Commissioner</b>
	<b>Steve Pavia</b>	<b>Commissioner (arrived at 7:50pm)</b>
	<b>Mike Niemann</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: Commissioners Rich Goldstein and Deborah Kohrs and Park Attorney Matthew Bennett**

Chairman Tony Cardone called the meeting at 7:35 P.M, with the Pledge of Allegiance.

**Approval of Minutes**

On a motion made by Commissioner Niemann and seconded by Chairman Cardone

***Resolved, to approve the minutes of February 24, 2014. After two months having voted on the minutes, the minutes are approved.***

***Ayes: 3***            Cardone, Morris, Niemann  
***Nays: 0***  
***Abstain: 1***        Battaglia

On a motion made by Adm. Chairman Battaglia and seconded by Commissioner Niemann

***Resolved, to approve the minutes of March 24, 2014. However, March minutes will be voted on again in May.***

***Ayes: 4***            Cardone, Battaglia, Morris, Niemann  
***Nays: 0***

**FINAL MINUTES**  
**April 28, 2014**

**Privilege of the Floor – Public Concerns**

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

**Security**

Obie Patel, Operations Specialist from Atlas Security, stated no incidents to report. He also mentioned there are two guards on post currently. Commissioner asked if both of those guards can separate to monitor all areas in the park. Mr. Patel advised he will forward this information along.

**Men's Softball**

John Finnegan, Vice President of Men's Softball, apologized to the Commission for being past due in their league payments, for electric during 2013. The Commission accepted their apology. Chairman Cardone asked the league if they have any concerns. Mr. Finnegan asked for a detailed description of their electric bills. Park Manager Truax stated he will take care of it.

**Monroe Roller Hockey**

With no one present from the league, the Commission continued with the agenda.

**Tommy Dowd Memorial Foundation**

Frank Kelleher, Director of Development and Matt Mckeon, TDMF Board Member, were present to speak with the Commission regarding their annual TDMF event. A field usage request was made for their tournament, from July 17 - 20th. They are seeking an approval from the Commission regarding this request. Mr. Kelleher readdressed past issues that have occurred during the Tournaments in the Park. He stated there were no incidents involving alcohol during last year's event. In addition, there is a liability waiver that all participants must sign prior to participating in the Tournament; the waiver also notes the Park's No Alcohol policy. A copy of the waiver was distributed to the Commissioners. Adm. Chairman Battaglia recommended that the Park's attorney review the waiver. Chairman Cardone asked if the organization has foul ball insurance. Mr. Kelleher answered that he wasn't aware of it but they do have participant and spectator insurance. Lastly, Mr. Kelleher stated once the Tournament schedule is known, he will forward it on. Park Manager asked to be notified if there are any issues. After discussion, the Commission approved the field usage request.

On a motion made by Commissioner Niemann and seconded by Adm. Chairman Battaglia

***Resolved, to approve the field request from Tommy Dowd Memorial, to have their Tournament from July 17 - 20th.***

**Ayes: 4**      Cardone, Battaglia, Morris, Niemann

**FINAL MINUTES**  
**April 28, 2014**

**Nays: 0**

**Field#4 Improvement**

Justin Dates, rep from Maser Consulting P.E engineering firm, was present to speak regarding the changes discussed during the March Park meeting, for the Field#4 Bleacher and Press Box Upgrade Project. Mr. Dates explained the plans will include a chain link fence that will surround the perimeter (to close off the area underneath the bleachers) and a facade alternative. The Press Box will be in a green color. He distributed a picture of the shade of green, as an example. Further discussion was had on the topic. The firm will provide their findings of all tests, drawings, etc. to the Commission and to the winning bidder, as well as oversee the progress of the project. Further discussion was had regarding other requests to be included in the project. During this planning process, Park Manager Paul Truax installed a new water valve; this aspect will be removed from the project. Not included in the plans is the relocation of the O & R pole. Further discussion was had regarding this topic. Mr. Dates noted he can request a breakdown of the work that needs to be done by O & R utility company. Based on all information presented today, the bid package will be ready to announce to the public by May 5th, bids will be opened on June 6th, with two weeks for the Commission to review submitted packages, check references and discuss further during June's Park meeting. Adm. Chairman Battaglia advised the Park Attorney should review the bid package. Mancuso will send a copy. Further discussion was had regarding the topic. The discussion concluded that the project should start tentatively in September/October.

**Park Recreation Director Report**

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

1. A copy of corrected February 24th minutes for approval (draft).
2. A copy of the March 24th minutes for approval (draft).
3. A copy of a letter to Monroe Woodbury Little League summer Division tournament event.
4. A copy of the FOIL request to Youth Football.
5. A copy of a letter from the Youth Football Attorney to Park Attorney Matt Bennett:
6. A copy of a field request for the Tommy Dowd Memorial Tournament.
7. A copy of a field request for the Monroe Fire District. The request is for Field#3. Mancuso added that the participants of the event are all Monroe residents. The Monroe Police department is also looking to possibly request

**FINAL MINUTES**  
**April 28, 2014**

field time; both departments will work together as per the Fire Department.

8. A copy of the Park Calendar for May
9. A copy of the picnic schedule.
10. A copy of a thank you letter to MOVAC for their assistance during the Egg Hunt.
11. A copy of the final report for the Egg Hunt event. The event was very successful. Mancuso thanked Commissioner Morris and employee John Wentland for their help. There were close to 160 participants and the petting zoo was well received too.
12. A copy of the Bid Advertisement for the Field#4 Bleacher/Press Box Upgrade Project.
13. A copy of a cover sheet regarding the 2014 Baseball Camp. A resolution is needed to approve the dates and the fees.
14. A copy of a cover sheet regarding the 2014 Basketball Camp. Mancuso added he's looking to hire a director to run the camp. A resolution is needed to approve the dates and the fees.
15. A copy of a sample resolution for Youth Football.
16. A copy of ID's issued for the month of April, 22 ID was issued and 17 were renewed. However, Mancuso added that these numbers may change due to the ones he was working on this evening before the Park meeting started.

On a motion made by Commissioner Niemann and seconded by Adm. Chairman Battaglia

**Resolved, to authorize the fee schedule for the 2014 Summer Baseball Camp and registration dates, as follows; for Monroe residents (with Park ID) it's \$90 per child, \$120 for Non-Monroe residents.**

**Therefore, it is further resolved, to authorize the fee schedule for the 2014 Summer Basketball Camp and registration dates, as follows, for Monroe residents (with Park ID) \$40 per child (ages 6-13, \$50 per child (ages 14-17), \$55 for Non-Monroe residents (ages 6-13) and \$65 for Non-Monroe residents (ages 14-17).**

*Ayes: 5*            Cardone, Battaglia, Morris, Pavia, Niemann  
*Nays: 0*

On a motion made by Commissioner Pavia and seconded by Adm. Chairman Battaglia,

***Resolved, to authorize the bid package for the Field#4 bleacher and Press Box Upgrade project***

**FINAL MINUTES**  
**April 28, 2014**

**Ayes: 5**            Cardone, Battaglia, Morris, Pavia, Niemann  
**Nays: 0**

On a motion made by Adm. Chairman Battaglia seconded by Commissioner Morris

**Whereas, § 150-8. General Provisions of the Code of the Village of Monroe states;** “the Board of Trustees of the Village of Monroe has heretofore created a commission known as the “Monroe Joint Park Recreation Commission.” Members of the Commission are appointed by the Village Trustees of the Village of Monroe consistent with §§ 234 and 244 of the General Municipal Law of the State of New York. The Commission shall have complete power and authority to administer the rules and regulations of the park and to modify or amend said rules and regulations from time to time consistent with §§ 234 and 244 of the General Municipal Law of the State of New York. Said Commission shall have complete and final authority over the use of the park and its facilities, including every activity conducted within its geographical limits. Such authority shall include, but not be limited to, the issuance of permits for all organized activities and review and approval of certificates of insurance” and

**Whereas,** each January at the monthly meeting of the Monroe Joint Park and Recreation Commission, leagues or groups are invited to present their requests for field or court time for the upcoming playing season and

**Whereas,** on December 11, 2013 @ 7:54 am Jeff Staley on behalf of Monroe Woodbury Youth Football & Cheer did request a Field Use Request Form via e-mail from the Park and

**Whereas,** on December 11, 2013 @ 9:16 Recreation Director Mancuso replied to the aforementioned e-mail and did deliver to President Staley a copy of the “14 Leagues Field Use Request” form and the cover letter “Ltr. To League 14 Season doc”. and

**Whereas,** on January 27, 2014 at the monthly meeting, Miguel Ramos and League Attorney Marcello Cirigliano on behalf of Monroe Woodbury Youth Football and Cheer Organization LLC delivered to the Commission a request application for field time on Field #4 at Smith’s Clove Park and

**Whereas,** the Monroe Woodbury Youth Football and Cheer Organization LLC is a newly formed organization which has not been established as an organization having access to Smith’s Clove Park and

**Whereas,** the policy for the Commission is to accept every application presented that night to be reviewed by the Recreation Director for field and time availability and

**FINAL MINUTES**  
**April 28, 2014**

**Whereas**, upon during review of the applications, the all-day Sunday time slots on field #4 requested by the Monroe Woodbury Youth Football and Cheer Organization were also requested by an organization already established in the Park and

**Whereas**, during the review, on February 4, 2014 the Recreation Director e-mailed to the Board a documented titled “Changes to League Schedule 2014” outlining for them each month’s changes and conflicts over previous years and

**Whereas**, in the aforementioned document, reference was made to the fact that the dates requested by Monroe Woodbury Youth Football and Cheer Organization were currently unavailable and

**Whereas**, on February 11, 2014 the Recreation Director finalized the tentative schedule and sent copies to the Board for review prior to the February 24, 2014 meeting and

**Whereas**, in the February 11, 2014 document, the Recreation Director advised the Board as to the difficulties in accommodating the dates requested by the Monroe Woodbury Youth Football and Cheer Organization and

**Whereas**, time is at the essence in providing to the leagues, playing spring sports, a scheduled and

**Whereas**, the 2014 schedule is presented to the Board in February so as to have sufficient time to modify if needed and get it out to the Leagues for them to prepare for a April 1<sup>st</sup>. opening and

**Whereas**, upon review of the documents, the Park Board did approve by resolution at the February 24, 2014 meeting the “2014 field use schedule” as presented to the Board on February 11, 2014 and

**Whereas**, in determining as to whether or not the Monroe Woodbury Youth Football and Cheer Organization would meet the established criteria regarding new leagues having access to the Park, the Monroe Joint Park Commission sent to the Monroe Woodbury Youth Football and Cheer Organization LLC., 2 Lake Street Suite 301 Monroe New York, 10950 Att: Jeff Staley a letter requesting additional league and event information and

**Whereas**, it was established that the Monroe Woodbury Youth Football and Cheer Organization was advertising a sign-up on March 15, 2014, the aforementioned letter was sent to them on the 18<sup>th</sup> of March with a return date of March 24, 2014 and

**Whereas**, a FOIL request from the attorney for the Monroe Woodbury Youth Football and Cheer Organization clearly demonstrates that they did receive the request letter dated March 18, 2014 and,

**FINAL MINUTES**  
**April 28, 2014**

**Whereas**, to date, the Monroe Joint Park Commission has not received any written or oral response to the request for additional information so as to further review issues of compliance, safety and park management procedures

**Now, therefore be it resolved**, as the FOIL request from the attorney representing the Monroe Woodbury Youth Football and Cheer Organization clearly demonstrates that they did receive the request letter dated March 18, 2014 and, to date the Monroe Joint Park Commission has not received any written or oral response to the request for additional information so as to further review issues of compliance, safety and park management procedures, the application is denied and it is further resolved to direct Park Recreation Director Joe Mancuso to return their check and field use request application.

*Ayes: 3*            Battaglia, Morris, Pavia,  
*Nays: 0*  
*Abstain: 3*        Cardone, Niemann

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

***Resolved, the field request for Monroe Fire Department is approved.***

*Ayes: 5*            Cardone, Battaglia, Morris, Pavia, Niemann  
*Nays: 0*

**Park Manager Report:**

Mr. Truax reported that the Town of Monroe submitted its portion of the Parks funds. He also addressed the issue of the oil tank removal. Some of the soil around the tank may have been contaminated; he's waiting for the test results to find out for sure. The replacement maintenance truck (a Dodge 4 wheel drive dump truck), that was approved during the 2013 December Park's meeting (and added to the Town's bid), has not arrived to date. Commissioner Morris asked about hiring summer help. Mr. Truax answered that he is looking to hire; he mentioned he has a college student candidate under consideration.

**Old Business:**

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

**New Business**

Mancuso talked about an electric (LED) information sign for the park. He presented different proposals and pictures of sample signs for the Commission to consider. Topic will be readdressed during May's meeting.

**FINAL MINUTES**  
**April 28, 2014**

The Commission discussed the letter from Attorney Cirigliano asking for a decision regarding his client's (Youth Football) application for field use at Smith's Clove Park. Several false statements were made by Mr. Cirigliano in the letter and the Board feels that our Attorney should address these inaccurate statements with Mr. Cirigliano. Mancuso will speak to Attorney Bennett regarding a response.

**EXECUTIVE SESSION**

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

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

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

*to approve and pay the bills.*

*Ayes: 5*    Cardone, Battaglia Morris, Pavia, Niemann  
*Nays: 0*

**With no further business, on a motion from Morris seconded by Pavia the meeting was adjourned at 9:30 pm. Carried unanimously.**

---

Priscilla C. Chang-Staley  
Park Secretary