

## **FINAL MINUTES**

**Monroe Joint Park Recreation Commission, January 27, 2014**

**The Monroe Joint Park Recreation Meeting was held at Smith Clove Park, 133 Spring St, Monroe, New York on the 27th day of January 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>Rich Goldstein</b>	<b>Commissioner</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>
	<b>Matthew Bennett</b>	<b>Park Attorney</b>

**ABSENT: Commissioners Steve Pavia and Debbie Kohrs**

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 Commissioner Morris

***Resolved, to approve the minutes of November 25, 2013. After two months having voted on the minutes, the minutes are approved.***

<b>Ayes: 2</b>	Morris, Niemann
<b>Nays: 0</b>	
<b>Abstain: 3</b>	Cardone, Battaglia, Goldstein

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

***Resolved, to approve the minutes of December 16, 2013. However, December minutes will be voted on again in February.***

<b>Ayes: 2</b>	Cardone, Niemann
<b>Nays: 0</b>	
<b>Abstain 3</b>	Battaglia, Morris, Goldstein

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

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

**Security**

Scott Perry, Vice President of Atlas Security, stated no incidents to report. Chairman Cardone asked for traffic flow reporting (how many cars frequent the park during the non-peak schedule). Mr. Perry said he will find out.

**Security Bid**

Chairman Cardone reported five bid packages were returned from security companies who responded to the Security Bid RFP, which was recently advertised. The following companies will be given further consideration before a final decision is made:

<u>Company Name</u>	<u>Address</u>	<u>Bid Amount</u>
SEC-CURITY	Jamaica, NY	\$22.36 per hour
Diamond Security	West Babylon, NY	\$28.00 per guard, per hour
Briger Security	Monroe, NY	\$19.95 per hour
The K Street Group, LLC	Asbury, NJ	\$24.50 per hour
Atlas Security Services	Goshen, NY	\$15.05 per guard, \$18.49 per hour

The Security Bid Committee will further review the bid packages that were submitted; in addition they will check references and conduct interviews as needed.

**League Field Requests**

Representatives of the following leagues were present to submit 2014 Field Usage requests;

Miguel Ramos	Monroe Woodbury Youth Football Representative
Marcell Cirigliano	Monroe Woodbury Youth Football Attorney
John Finnegan	Monroe Woodbury Men's Modified Softball Representative
Tony Romagnino	Monroe Woodbury Roller Hockey President
Bill Scully	Monroe Woodbury Pop Warner Football Representative
Ted Nelson	Monroe Woodbury Pop Warner Cheerleading Representative
Dan Martin	Monroe Woodbury Senior Men's Softball

Leagues not represented:

Monroe Woodbury Little League  
Monroe Woodbury Soccer Club  
Monroe Woodbury Women's Softball

Commissioner Niemann asked Mr. Ramos for background information regarding their league. Mr. Ramos stated this is the first time the league is playing in the Monroe area; the organization

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has teams in various areas in Orange County. Jeff Staley is the President. He also explained that they are going to be playing local teams. Commissioner Niemann asked if the players on their team are Monroe residents. Mr. Ramos answered they don't have a roster yet; to date there are four kids signed up, registration will happen in February. Further discussion as had on the topic. Chairman Cardone asked if Mr. Cirigliano was a representative of the league. Mr. Cirigliano responded that he is their attorney.

Mr. Martin asked the Commission if they have feedback regarding the MW Senior Men's Softball last year's season, with regard to following park rules, alcohol, etc. Chairman Cardone stated he's heard good things about the league, no issues.

Mancuso when explaining the approval procedure to Men's Softball did advise all the leagues present that he would be working on the requests during the month and present the 2014 Field Use schedule to the Park board for their review and approval at the February meeting. When it is finalized, he would send copies to the leagues, by March.

**Field#4 Improvement**

Park Recreation Director Mancuso reported that he spoke to the engineering firm, Maser Consulting P.E., regarding the field 4 bleacher and press box upgrade project. The engineering firm is preparing a plan for the project; they will also speak with MW Pop Warner to address any other concerns they may have. Commissioner Morris asked if there is a timeline for the project. Mr. Mancuso answered that the tentative time line is to complete by fall 2014. Commissioner Goldstein offered to assist. After the engineering firm completes their analysis, they will present their findings to the Commission with different scenarios. Once a plan is chosen, the project will go out to bid.

**Reappointment for Chairman and Admin. Chairman**

The motion to approve the reappointment of Tony Cardone, as Chairman, and John Battaglia as Admin. Chairman, was completed during December's meeting.

**Park Recreation Director Report**

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

1. A copy of December minutes for approval (draft).
2. A copy of a newspaper ad, advertising 2014 YAC employment opportunities. The Yac Committee is reviewing the applicants.
3. A copy of the Spring Class Schedule. Registration begins February 19th. New classes such as a Sport Classes and a Movement Class were added to the schedule. With regard

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to the new movement class he's looking to not have the parents attend, so that the students can be more focused on the instructor.

4. A copy of the security bidder list.
5. A copy of an event request that requires approval:
  - a. Annual Egg Hunt to be held on Saturday April 12<sup>th</sup> at 1pm. Total amount requested is \$954. Mr. Mancuso added that he's looking to ask if the PBA would like to help with the event.

***Resolved, to approve the following event request; Annual Egg Hunt, scheduled for Saturday, April 12<sup>th</sup>, not to exceed \$1000.***

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

6. A copy of a letter to MOVAC, requesting assistance for the upcoming egg hunt.
7. A copy of the Park Calendar for February. Mr. Mancuso noted that he's looking to start a teen advisory group; he will consult the participants of the CAP workshop, previously held on December 7<sup>th</sup>, for their input.
8. A copy of the Park's ID schedule for 2014. Open house was held on January 19<sup>th</sup>.
9. A copy of ID's issued for the month of January, with an eight year comparison; 29 IDs were issued and 2 were renewed.
10. A copy of a sample cover letter to the Leagues, regarding the field use schedule. To be sent with the 2014 field schedule in March.
11. A copy of a letter to the leagues, regarding the Park's alcohol policy. To be sent with the 2014 field schedule in March.
12. A copy of the Park Commissioner appointment list (including terms).
13. A copy of an updated contact list for Park Commissioners and relevant personnel.
14. A copy of a Subpoena (request for employee information)

In other matters, Mancuso noted Microsoft XP software will no longer be supported on the computer he uses for IDs. He's looking for an IT consultant to provide advice on the best alternative. One possible solution would be to remove the internet and just have it strictly issue and print IDs. He also mentioned speaking to the PBA for assistance at the egg hunt, similar to Woodbury's PBA. He suggested that the league's \$250 cleanup/damage deposit check should be placed in an escrow account, instead of returning the checks to them at the end of the season,

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pending all field use criteria has been met. At that time, the funds will be returned to them in a check from the Commission. After discussion, the Commission agreed.

**Park Manager Report:**

Park Manager Paul Truax reported that the replacement dump truck (a Dodge 4 wheel drive dump truck) as previously discussed and approved during December's Park meeting has been ordered. Total cost is \$63,901.50; purchase of the truck was added on the Town's bid, which was also reported during December's Park Meeting. Lastly, a resolution is needed to sell the surplus equipment.

**Old Business:**

The Commission discussed pay raises for staff. A resolution is needed to approve the increase.

*Resolved, that starting January 1<sup>st</sup> 2014, employees received a 2 ½% increase and the 2014 holiday schedule, following the town holiday that was an insert in their last paychecks in 2013.*

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

**New Business**

Having no issues to discuss during New Business, the Commission continued with the agenda

**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 Niemann and seconded by Morris

*to approve and pay the bills.*

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

**With no further business, on a motion from Morris seconded by Goldstein the meeting was adjourned at 8:25 pm. Carried unanimously.**

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Priscilla C. Chang-Staley  
Park Secretary

