

# **FINAL MINUTES**

## **Monroe Joint Park Recreation Commission, June 23, 2014**

**The Monroe Joint Park Recreation Meeting was held at Smith Clove Park, 133 Spring St, Monroe, New York on the 23rd day of June 2014.**

<b>PRESENT:</b>	<b>Tony Cardone</b>	<b>Chairman</b>
	<b>Ann Marie Morris</b>	<b>Commissioner</b>
	<b>Mike Niemann</b>	<b>Commissioner</b>
	<b>Steve Pavia</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 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**

Note: The Commissioners postponed the Approval of Minutes to due to lack of a quorum. Later in the meeting, the Commissioners returned to the topic#2 to vote on the minutes.

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

*Resolved, to approve the minutes of April 28, 2014. After two months having voted on the minutes, the minutes are approved.*

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

On a motion made by Commissioner Morris with no one present who attended May's meeting to second the vote

*Resolved, to approve the minutes of May 19, 2014. However, May minutes will be voted on again in July.*

*Ayes: 1*      Morris  
*Nays: 0*

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

## FINAL MINUTES

June 23, 2014

Note: The Commissioners suspended the agenda, during #3 Privilege of the Floor to discuss the topic of the #4 Security. Afterwards, the Commissioners returned to the agenda

Bill Scully, representative from Pop Warner, was present to speak with the Commission, regarding a request for field time. The request is for a (non-contact) football clinic. They are requesting Field four and six (pending on field availability); each clinic session is from 5:30 pm – 7:30 pm. The league's insurance is active until July 31<sup>st</sup>. They are also looking to host a BBQ. The charge to participate in the clinic is \$40 per person which is for tee shirts, insurance and expenses. Approximately 50 players are expected to attend the clinic; age range is from 9 – 12 year olds. Commissioner Morris asked if the park's concession stand can be incorporated in their BBQ. Further discussion was had on the topic. The Commission concluded that further discussion is needed before a decision can be made. Mr. Mancuso will follow up with the league and provide the Commission's resolution.

### Security

Obie Patel, Operations Specialist from Atlas Security, stated no incidents to report, including during this past weekend's park events. Commissioner Niemann asked if the security incident reports are being sent regularly. Mr. Patal stated he wasn't familiar with them. Mr Mancuso added the incident reports have the same comment which is no incidents to report. Further discussion was had on the topic. The Commission discussed with Mr. Patel what types of incidents needed to be reported. Mr. Patel stated he will forward this information with the guards; to present date they haven't reported any incidents.

### Hiring Summer Staff

Mancuso stated he's looking to hire staff for the 2014 Summer YAC program. With the exception of EMT's, all staff will have the title of Rec/Recreation Aids. These positions have been created under Civil Service requirements. Some adjustments may be made to either fill open positions and/or replace persons in existing positions. Candidates, once they are appointed, will be hired at prevailing wage. He also stated, with this new pay scale, wages increased approximately \$10,000 more than last year. Further discussion was had on the topic. At the end of the discussion, the Commission decided to approve and hire the YAC staff, as presented.

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

***Move to hire the YAC employee list, as presented for the 2014 summer camp season and including the pending positions that have yet to be filled. All hired staff must attend an orientation prior to the start of camp. Hire period is from July 7 to August 15 Positions include 2 assistant directors, a nurse, gymnastics instructor, extended day/pre-k leader, an activity director, 4 group leaders and 30 counselors.***

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

**FINAL MINUTES**  
**June 23, 2014**

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

*Move to approve the new YAC Staff salaries, based on prevailing wage.*

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

**Snack Bar**

Chairman Cardone stated when the Field #4 Bleacher and Press Box Project commences; the snack bar rental obligation should be adjusted, during this time. Further discussion was had on this topic.

**Field#4 Bleacher and Press Box Bid Results**

Chairman Cardone reported one bid package was returned from a company who responded to the Field#4 Bleacher and Press Box RFP, which was recently advertised. Company Verticon, LTD of 24 Gilbert St Ext., Monroe, NY 10950, submitted a bid amount for \$531,215. Further discussion was had on the topic. Based on the bid results, the Commission elected to rebid on the project for another time; looking to rebid next year. Bid was rejected.

On a motion by Commissioner Pavia and seconded by Commissioner Morris unanimously:

**Resolution for Bid Rejection: June 23, 2014**

**WHEREAS**, The Monroe Joint Park and Recreation Commission has determined that it is necessary to contract with a construction firm for the Field#4 Bleacher and Press Box Upgrade

**WHEREAS**, The Monroe Joint Park and Recreation Commission issued a “Request for Bid”, advertised on May 16, 2014 with a return date of June 13, 2014 by 11:00am and to be publicly opened at 11:00am on June 13, 2014 at the meeting hall in Smith’s Clove Park, 133 Spring Street Monroe NY and

**WHEREAS**, One (1) bid was returned within the appropriate time frame and opened at 7:45 pm on June 23, 2014 and

**WHEREAS**, Based on the results of the one bid that was returned from Verticon LTD of 24 Gilbert St Ext., Monroe, NY 10950, the Commission has deemed more bids are needed to review and elected to rebid the project for a later date.

**THEREFORE BE IT RESOLVED** that Monroe Joint Park and Recreation Commission rejected the bid submitted by Verticon LTD.

**FINAL MINUTES**  
**June 23, 2014**

**RESOLVED**, Further that the Monroe Joint Park and Recreation Commission will provide notice to reissue the Field#4 Bleacher and Press Box RFP with a new return date.

**ADOPTED** *Ayes 4*     **Cardone, Morris, Pavia, Niemann**  
*Nays 0*

**Park Recreation Director Report**

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

1. A copy of the May 19th minutes for approval (draft).
2. A copy of a list of 2014 YAC Counselors/Staff for hire. Mancuso asked for the Commission to review the list.
3. A copy of the 2014 YAC Registration totals. As noted by Mancuso, 525 campers registered; there are a few more that still have to be processed.
4. A copy of the Field#4 Bid Addendum.
5. A copy of the Field#4 Bidder List.
6. A copy of the Picnic Schedule.
7. A copy of ID's issued for the month of June; 41 ID was issued and 64 were renewed.
8. A copy of a non-Monroe resident request to enroll their child in YAC. Mancuso further explained that a non-Monroe resident is looking for approval for their child to attend YAC. The child's caretaker resides in Monroe. Further discussion was had on the topic. Commissioner Niemann asked if the camp is at full enrollment. Mancuso stated enrollment is well within the Board for Health Guidelines, based on a 12:1 ratio. The Commission decided to refer the matter to the YAC committee for resolution.
9. A copy of a memo to the Town Monroe Board regarding YAC summer hires and surplus equipment bid results.
10. A copy of the Little League Tournament Schedule, as previously discussed during April 28<sup>th</sup> 2014 Park Meeting.
11. A copy of the Park's July Calendar.

**FINAL MINUTES**  
**June 23, 2014**

**Park Manager Report:**

Mr. Truax reported that the summer hire is working out well. \$9,008 was received for the sale of the mowers, which were awarded to the highest bidders during May 19<sup>th</sup> 2014 Park Meeting. He's also looking to get lights for the volleyball courts. Commissioner Morris asked if MW Roller Hockey has been in contact with him, regarding the hockey rink. No contact has been received. Further discussion was had on the topic. Commissioner Morris asked Truax to put a bid package together, so that the hockey rink surface project can continue to progress.

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

***Resolved, to progress with the project to mill and resurface roller hockey rink. Excess mill will stay onsite.***

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

**Old Business:**

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

**New Business**

Having no issues to discuss, during old 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 Commissioner Niemann and seconded by Commissioner Pavia

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

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

**With no further business, on a motion from Morris seconded by Niemann the meeting was adjourned at 8:28 pm. Carried unanimously.**

**FINAL MINUTES**  
**June 23, 2014**

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Priscilla C. Chang-Staley  
Park Secretary