

FINAL MINUTES

Monroe Joint Park Recreation Commission, November 23, 2015

The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 23rd day of November 2015.

PRESENT:	John Battaglia	Chairman
	Ann Marie Morris	Adm. Chairman
	Steve Pavia	Commissioner (arrived at 7:50 pm)
	Laura Bollenbach	Commissioner
	Andrew Calvano	Commissioner
	Anthony Vaccaro	Commissioner
	Joe Mancuso	Park Recreation Director
	Paul Truax	Park Manager
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT: Commissioner Mike Niemann

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

Approval of Minutes

On a motion made by Commissioner Bollenbach and seconded by Commissioner Calvano

Resolved, to approve the minutes of October 26, 2015, as written. However, October minutes will be voted on again in December.

Ayes: 4	Battaglia, Morris, Bollenbach, Calvano
Nays: 0	
Abstain: 1	Vaccaro

Privilege of the Floor – Public Concerns

Park Concession stand representative Ginny Butts was present to speak with the Commission. She applauded the support from the Commission, Maintenance, YAC and Mr. Mancuso. The Concession stand has been running well. She added that she followed the advice from Mr. Mancuso and how the stand was previously run.

Village of Monroe resident Jonathan Novack was present in the audience to observe. He also expressed interest in being part of the Commission.

Monroe resident Sandy Leonard and Monroe Town Board Member Elect Tony Cardone were also both present to observe. Commissioner Morris asked if he could recommend anyone who would want to be part of the Commission. (*Note: there are 2 unfilled Town appointments on the Commission*). He said he will look into it.

Final Minutes
November 23, 2015

Security

Park Recreation Director Mancuso reported that yesterday was the last day of Atlas security services. As per the Commission's request, Mr. Mancuso will write a letter to them thanking them for the time and service to the park.

Park Recreation Director Report

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

1. A copy of the October 26, 2015 minutes for approval (draft).
2. A copy of correspondence to Atlas Security, regarding their last day of service.
3. A copy of the Field#4 Bid Notice.
4. A copy of the Field#4 Bidder List. *Mancuso further added that the date for the Bid Opening is scheduled for December 18th at 3 pm. Commissioner Morris asked if there are any companies who requested a bid package who did the last time. Mancuso said yes to the company Verticon LTD.*
5. A copy of the Park's Winter Program Ad. *Mancuso added that the Winter Session registration will be on December 2nd @ 6pm. He also commented that the enrollment for class sessions this fall were lower on Monday's and Fridays that the rest of the week. Going forward he will focus on offering classes on the other days.*
6. A copy of the Park's Winter Program Class Descriptions.
7. A copy of the dates of Park's Winter/Spring Programs.
8. A copy of the Park's Holiday Tree Lighting event Ad. *Mancuso added that the park is working in conjunction with the Village on the event.*
9. A copy of the Park's Front Sign Sample.
10. A copy of the December Calendar. *Mancuso noted the following events for the month; December 2nd is the Winter Classes registration, December 6th is the Tree Lighting Ceremony, December 18th is the Field#4 bid opening and the next park meeting is on December 14th.*
11. A copy of a letter to MOVAC requesting coverage at the Turkey Trot.
12. A copy of a letter to the leagues requesting their attendance (which is mandatory) during the upcoming January's Park Meeting. *Mancuso added that he will send two letters to the leagues regarding the meeting.*

Final Minutes
November 23, 2015

13. A copy of project ideas for the park.
14. A copy of a topography map of Smith Clove Park defining it's boundaries.
15. A copy of a letter from the Park Attorney to Mr. Greenfeld.
16. A copy of correspondence from the Park Attorney to the soil tester.
17. A copy of an email to the Commissioners asking for nominations for the 2016 officers Chairman and Adm. Chairman.
18. A copy of a job applicants' application for the Instructor position.
19. A copy of the Park ID's issued for the month. 3 were issued this month, with 2 renewals

(Please note Commissioner Pavia joined the meeting at this is time.)

Mancuso reminded the Commission that volunteers are needed to assist with the Turkey Trot this Saturday. The Tree Lighting event is in conjunction with the Village's Float Parade. An elf is needed for the Tree Lighting Festivities, to pass out goodie bags. Commissioner Vaccaro offered to help with someone he knows who might be interested. Finally, Mancuso noted he was going on vacation after the Tree Lighting Ceremony.

Note: The Agenda was suspended at this time to discuss the land encroachment update under old business.

Park Attorney Gaba reported the soil test was completed. The results will be available shortly after Thanksgiving. He also reported that there was a discussion between Chairman Battaglia, Attorney Gaba, Town and Village Attorneys recently. They talked about the nature of the fill on the property. They also talked about once the soil test results are known then the information will be forwarded to the Park attorney who will forward to the Village and the Town Attorneys. After that happens another conference call will be set up and then remediation process will continue. Mr. Gaba won't be present during December's meeting but will provide an update. Another outcome of the conference call was that the Town Attorney will follow up with the Town Inspector regarding his position on the matter which is not to proceed further due to the fact he felt it was a civil matter.

At the conclusion of the discussion, everyone agreed to wait until the results are known then plan accordingly afterwards.

Park Manager Report:

Park Manager Paul Truax reported fall cleanup is ongoing. Trees are being removed. Adm. Commissioner Morris asked about the lawn blanket and when it was going to be placed. Truax answered by stating the field is in good condition; he will continue to prep the area before the blanket can be placed. Chairman Battaglia stated he spoke with Truax about a project list which

Final Minutes
November 23, 2015

is a list of need to do items in the park, during the park off season/winter months. Adm. Chairman Morris asked about the status of cleanliness inside the maintenance trucks. Mr. Truax said the condition inside the trucks is average. Further discussion was had on the topic.

Old Business:

Field #4 Revised Bleacher Plan

Previously discussed during Mr. Mancuso Park Director's report.

50th Anniversary Event Review: Winter Carnival

Planning for the event will continue. The next event planned is a winter festival in January on or about the 17th.

Land Encroachment Update

Previously discussed just prior to the Park Manager's report.

Playground Sign Update

Plans for the playground sign will continue to proceed.

Sidewalk Proposal

Commissioner Vaccaro noted that there should be preparations prior to the sidewalk being done, including locating where the underground utilities are (meaning the gas, water, electric lines etc.). Manager Truax will call for a mark-out to and label the location of underground utilities, in order to eliminate steps for the contractor which could potentially increase the cost of the project. Commissioner Vaccaro would also need to know the depth of underground utilities. Further discussion was had on the topic.

Front Sign Proposal

No new updates, at this time.

New Business

Park Manager advised the Board that he readjusted the salary lines in the budget to reflect the final decision to raise salaries by 2% instead of the original proposed 2.5%.

On a motion made by Commissioner Bollenbach and seconded by Commissioner Vaccaro

To adopt the 2016 Park budget, as amended by Mr Truax.

Ayes: 6 Battaglia, Morris, Pavia, Calvano, Bollenbach, Vaccaro
Nays: 0

2016 Slate of Officers

Mancuso polled the Board in order to come up with the slate of officer for 2016. Mr. Mancuso reported the slate of officers for the 2016 Park Commission is John Battaglia as Chairman and Ann Marie Morris as Adm. Chairman.

Final Minutes
November 23, 2015

Violence in the Workplace report

The sub-committee met to discuss the Violence in the Workplace policy. It was decided to pass out copies of the policy to new commissioner who had not previously received it. Adm. Chairman Morris asked the Commissioners to review the report (for the ones who received it) understand the content, sign the acknowledgement page stating that they have received the policy.

Discussion Project List

Chairman Battaglia talked about the project list. The list is to address park projects maintenance should work on going forward. The goal is to work on them during the winter months, when the activity in the park is slower. Mancuso suggested that this list was a jumping off point and ideas need to be further discussed. Chairman Battaglia requested the Commission to meet in the next few weeks to discuss the projects on the list. Mr. Truax noted that many of the tasks on the list are already being addressed by maintenance each year. Further discussion was had on the topic.

EXECUTIVE SESSION

On a motion made by Commissioner Vaccaro and seconded by Commissioner Pavia
to enter into executive session to discuss confidential legal advice from the Park Attorney as well as discuss personnel matters at 8:42 pm.

Ayes: 6 Battaglia, Morris, Calvano, Bollenbach , Pavia, Vaccaro
Nays: 0

On a motion made by Bollenbach and seconded by Vaccaro

to exit from executive session and return to open session at 9:05 pm.

Ayes: 6 Battaglia, Morris, Pavia, Calvano, Bollenbach, Vaccaro
Nays: 0

Authorization for motion to Approve and Pay the Bills

On a motion made by Pavia and seconded by Vaccaro

Resolved, to approve and pay the bills.

Ayes: 6 Battaglia, Morris, Bollenbach, Calvano, Pavia, Vaccaro
Nays: 0

With no further business, on a motion from Calvano seconded by Pavia the meeting was adjourned at 9:16 pm. Carried unanimously.

Final Minutes
November 23, 2015

Priscilla C. Chang-Staley
Park Secretary