

## FINAL MINUTES

**Monroe Joint Park Recreation Commission, March 28, 2016**

**The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 28th day of March 2016.**

<b>PRESENT:</b>	<b>John Battaglia</b>	<b>Chairman</b>
	<b>Ann Marie Morris</b>	<b>Adm. Chairman</b>
	<b>Mike Niemann</b>	<b>Commissioner</b>
	<b>Andrew Calvano</b>	<b>Commissioner</b>
	<b>Laura Bollenbach</b>	<b>Commissioner</b>
	<b>Anthony Vaccaro</b>	<b>Commissioner</b>
	<b>Jonathan Novack</b>	<b>Commissioner</b>
	<b>Emily Whitman</b>	<b>Commissioner</b>
	<b>Joe Mancuso</b>	<b>Park Recreation Director</b>
	<b>Paul Truax</b>	<b>Park Manager</b>
	<b>Priscilla C. Chang- Staley</b>	<b>Park Secretary</b>
	<b>Stephen Gaba</b>	<b>Park Attorney</b>

### **ABSENT:**

Chairman John Battaglia called the meeting at 7:30 P.M, with the Pledge of Allegiance.

### **Approval of Minutes**

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

*Resolved, to approve the minutes of February 22, 2016, as written.*

<b>Ayes: 6</b>	Battaglia, Niemann, Bollenbach, Vaccaro, Novack, Whitman
<b>Nays: 0</b>	
<b>Abstain: 2</b>	Morris, Calvano

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

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

### **Monroe Hockey Leagues**

Tony Romagnino, President of the Monroe Roller Hockey League provided an update to the Commission regarding the hockey rink. He apologized for not providing prior notice regarding repairs to the rink surface. One of the parents of a player in the league volunteered to help but he went out on his own without consulting the league or the park. The parent is in the construction industry. Sand and mortar was placed in the groove. Further discussion was had on the topic. Commissioner Calvano asked if the repair was done correctly. Park Manager Truax stated it looks repaired but couldn't be absolutely certain as to how long the repair would last as opposed to previous methods. Chairman Battaglia advised that any further work must be communicated prior to the Commission.

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Adm. Chairman Morris advised the league there has been instances where parents, players and coaches have jumped over the fence of the hockey rink, when it was locked. Going on the rink when it is locked is trespassing. How will the league address this matter? Mr. Romagnino stated he will send a message to the league, forward a copy of the message to Mr. Mancuso as well as place a sign where the league schedule is kept.

Mr. Romagnino informed the Commission that he's looking to plan a community event, such as workshop, which will provide skating lessons to the public. He is also looking to have other events as well, such as an open skate. Mr. Mancuso advised that the Park should take the lead on these kinds of events to ensure that the rules of the park are followed, including ensuring residency requirements. Commissioner Vaccaro asked about the past repairs to the hockey rink, who bears the cost and who does the actual repair. Mr. Truax advised both the Park and the league bear that responsibility. Further discussion was had on the topic. The Commission expressed interest in continuing to work the league regarding repairs as well as planning events for the community with the league.

**Bleacher Creature Request**

Addressed later in the evening. The Commission continued on with the agenda.

**Men's Softball Leagues (2015 Payment for Lights)**

No representative present from Senior Men's Softball the Board wanted to discuss an outstanding bill and 2016 insurance. The Commission continued on with the agenda.

MW Men's softball President John Finnegan was present. He apologized for the late payment for the lights and he is prepared to pay this evening; he wasn't aware that it wasn't paid already. The Commission informed Mr. Finnegan that this matter shouldn't happen again. Mr. Finnegan asked if the league could have the field request for Saturday nights reinstated. The Commission advised since the payment has been received, they will reevaluate the schedule. Finnegan advised the Board that he would need Saturdays to add teams to his league to pay for insurance. Finnegan is exploring the possibility of joining his league with the Senior Men's Softball Leagues.

**Emergency Service Request (MFD, MPD)**

Mr. Mancuso provided a brief narrative concerning the Monroe Police Department request for field time. In the past, the local Emergency Service Players requested a few open spots on field 3; they played as individuals. Now that it appears they are requesting as a team, the situation is different. He asked the Commission to consider the request in these new circumstances including if the players from Monroe Fire and Monroe Police all meet the requirements of being Monroe residents. Jim Arndt from Monroe Police was present to speak with the Commission. He stated the players are from the municipality they work in and they are all part of the OCESSL (Orange County Emergency Service Softball League). Further discussion was had on the topic. The Commission asked if the players are covered under insurance to which Mr. Arndt wasn't certain but will find out. In conclusion, the Commission declared that the players have to abide by the rules of the Park's Field Request. In addition, they need to provide insurance on behalf of the OCESSL as well as provide a roster which states where the players reside.

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**Pop Warner (Revised Field Request)**

No representative was present; the Board wanted to discuss their recent request for field use in the spring. The Board began aware of a newly formed flag football group who anticipating using Smith's Clove Park. Afterwards, the Commission continued with the agenda.

**Dowd Tournament Request**

Frank Kelleher, representative from the Tommy Dowd Organization, was present to speak with the Commission regarding their field request. The tournament will be held on July 14, 15, 16 & 17<sup>th</sup>. The appropriate paper work has been submitted. Over the past two years, the organization continues to make great strides and improvements within their group to ensure all participants understand and adhere to Smith Clove Park's rules. All players are required to sign the waivers. No incidents have occurred during the time he has overseen the tournaments. The Commission will review the request; Mr. Mancuso will notify Mr. Kelleher of their decision.

**Park Recreation Director Report**

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

1. A copy of the February 22, 2016 minutes for approval (draft).
2. A copy of the SEAF and the Negative Declaration for Field#4 Bleacher and Press Box Project. *A resolution is needed for Chairman to approve and sign the documents.*
3. A copy of the Park's April Calendar.
4. A copy of the final report for the Egg Scramble event. *Mancuso commented approximately 75-80 kids attended. A petting zoo arrived 15 minutes late to the event. MOVAC came with the bunny later in the event.*
5. A copy of an event request for a Mother's Day Brunch event to be held on Sunday, May 8<sup>th</sup> @ 10 am. *Mancuso added that there will be only one seating this year.*
6. A copy of an event request for an Astronomy Night event to be held on Thursday, March 28<sup>th</sup> @ 7:30 pm. *Mancuso added that the event is still being planned. He is still seeking an instructor.*
7. A copy of an event request for a Make a Wish event, a Magical East Egg Hunt Party, to be held in March, approximate date is Sunday, March 20<sup>th</sup>. Event came up after February's Park Meeting.
8. A copy of a proposal for a redesign of the Park's website. Mancuso explained that the Park's website needs to be upgraded to support the latest technology. Further discussion was had regarding the topic.
9. A copy of the relocation of the press box. (proposed).

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10. A copy of a response from the MW Roller Hockey League concerning the incident regarding the MWRHL parent who the league arranged to make repairs to the rink without prior approval from the Park Board or Manager Truax.
11. A copy of a quote for the sidewalk project. The Committee will provide an update for the Commission.
12. A copy of correspondence concerning the MFD and MPD softball request.
13. A copy of Watch Guard applications from applicants who expressed interest in the position. Four more applicants are still being sought after. The Committee is still working on.
14. A copy of a sample resolution to hire four candidates for the Watch Guard position. A resolution is needed to hire them.
15. A copy of the Picnic Schedule.
16. A copy of the Tommy Dowd Tournament Field Request Application.
17. A copy of a proposed Park meeting building windows addition layout for the meeting hall and the activity room.
18. A copy of Park ids issued analysis. *Mancuso added that the Watchguards have been instructed to tell people that IDs are needed to gain entry in the park. It is a concern that most people who have visited the park recently do not have Park IDs; the process to renew or be issued an ID is a simple process.*
19. A copy of the Field Use League Document. *It was noted that to date there are some leagues who haven't paid their dues and/or provided the necessary insurance documents.*
20. A copy of the Bus Lease Agreement. The Park Attorney will need to review the agreement prior to it being signed by Chairman Battaglia.

In other matters, Mr. Mancuso provided sample tee shirts for the Arbor Day Event for the Commissioners to review. The Spring Park Program has 154 slots filled, servicing 71 kids for eight weeks. Additional tables are needed for YAC. Matter will be addressed in the Park Manager's report.

**Park Manager Report:**

Park Manager Paul Truax stated twelve tables are being added for YAC. Maintenance will construct the tables which will include staining and treating the wood. Lumber will be purchased from the lumber yard. Cost of the lumber is \$60. The frames are being ordered at a cost of \$130 per frame. Total cost of the tables is approximately \$2,500 including the frame. Commissioner Vaccaro asked if any of the existing tables will need repairs or need to be replaced. Mr. Truax stated the focus is on the twelve additional tables. Further discussion was had on the topic.

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**Note that the agenda was suspended to discuss other ways to advertise park events. Afterwards the Commission returned to the topic of the event requests and motions that need a resolution.**

Commissioner Whitman suggested posting park events on other public websites. Further discussion was had on the topic. The Commission decided to explore the idea further at another time.

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

***Resolved, to approve the Mother's Day Brunch request, to be held on Sunday, May 8<sup>th</sup> @ 10 am, for an amount not to exceed \$740.***

**Ayes: 8**      Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Novack, Whitman  
**Nays: 0**

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

***Resolved, to approve the Astronomy Night event to be held on Thursday, March 28<sup>th</sup> @ 7:30 pm, for an amount not to exceed \$600.***

**Ayes: 8**      Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Novack, Whitman  
**Nays: 0**

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

***Resolved, to approve the Smith Clove Park Website redesign, for an amount not to exceed \$1,500.***

**Ayes: 8**      Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Novack, Whitman  
**Nays: 0**

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

***Resolved, to approve the event request for the Tommy Dowd Tournament.***

**Ayes: 8**      Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Novack, Whitman  
**Nays: 0**

**Please note that the Commissioners suspended the agenda to readdress the Watchguard openings and to move to hire the candidates.**

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

***WHEREAS, The Monroe Joint Park and Recreation Commission need to hire Watchguards to perform the duties in the park, evenings and weekends and.***

***WHEREAS, in response to an ad in the Times Herald Record, four candidates submitted employment applications***

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*WHEREAS, Director Mancuso has reviewed the applications and*

*WHEREAS, Recreation Director Mancuso and along with the Watchguard Committee met with the applicants*

*WHEREAS, the applicants demonstrated qualities and experience that meet the job qualifications as required by Civil Service guidelines*

*WHEREAS, the expense was already anticipated in the proposed 2016 Park budget which requires no adjustment to the budget line now*

*THEREFORE BE IT RESOLVED to approve the following list of candidates for the Watchguard position for hire, conditional upon receiving a background check satisfactory to the commission, at a rate of \$13 per hour; Alec Molesworth, 28 Kipp road, Goshen, NY, Gregory Richard Williams, 5 North Main Street #5, Monroe, NY, Wayne Jones, 17 Highland Ave, Monroe, NY and Mark Gamzon, 2 Green Road, Monroe, NY*

*RESOLVED further, employment to be effective as of April 1st*

*Ayes: 8*            Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Whitman, Novack  
*Nays: 0*

**The Commission suspended the agenda to discuss the Concession stand then returned to the agenda.** Tim Butt, current operator of the Concession stand spoke to the Commission regarding his 2016 bid amount payments and other concerns. He asked if he could make monthly payments as he did last year. He also expressed disappointment with the relationships he's had with the Leagues over the past year. He felt that he wasn't always informed regarding when leagues were using the fields so that he could be open for business. He wasn't sure if the Commission was aware of when the leagues play or if they had prior approval. In addition, when the concession is open, not all the parents of the players buy from the stand. There were instances where they would bring their own food or vendors to server food for them. He appreciates what the Commission has done as they have provided schedules to him. However, not knowing when to open and if the stand would be patronized is a serious concern. In addition, he learned that flag football is looking to play on the fields but he isn't sure when so that the Concession could be open for business. He asked for help from the Commission as to how these matters can be resolved. The Commission advised that they review the applications for field usage requests; they are approved and finalized if the Park's requirements are met. However, the Commission would not know exactly when they use the fields because the leagues are not required to provide game and practice schedules. They will continue to investigate monitor the league's usage.

Park Manager Paul Truax spoke about the Arbor Day event. He is looking into the purchase of trees. \$185 is the cost per tree, eight feet tall approximately. One application has been returned.

A crack sealing application is needed for the parking lot. He's working on the details with Village of Monroe Superintendent Brian Smith; the work will be done in conjunction with the Village's contractor.

He's in the process of seeking and hiring candidates for summer maintenance help. No updates

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regarding the purchase of the new John Deere Utility Vehicle (gator TX4-2), as previously discussed during the February's park meeting. Finally the maintenance department will keep the extra existing Maintenance Truck, (as discussed during February's meeting) as a spare. Finally, the bleachers on field #4 were removed without any problems.

**Old Business:**

*Field #4 Revised Bleacher Plan*

A SEAF (Short Environmental Form) was completed. A resolution is needed for Chairman Battaglia to sign.

**WHEREAS, the Monroe Joint Park Recreation Commission (the "Park Commission") manages Smith's Clove Park pursuant to an Inter-Municipal Joint Park Commission Agreement entered by the Town of Monroe and the Village of Monroe**

**WHEREAS, the Park Commission has undertaken a project to renovate the bleachers and press box by Field No. 4 in Smith's Clove Park; and**

**WHEREAS, the renovation project is an action subject to environmental review under the State Environmental Quality Review Act ("SEQRA")**

**WHEREAS, the Park Commission as the sole Involved Agency assumes Lead Agency status, and as such has caused to be prepared a short Environmental Assessment Form ("EAF"),**

**NOW, THEREFORE, BE IT RESOLVED as follows: That the Park Commission Chairman is hereby authorized to sign the EAF and**

**That after considering all of the information presented to it including the EAF the Park Commission determines that the bleacher and press box renovation project is an Unlisted Action and adopts the Negative Declaration attached hereto.**

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

**Ayes: 8**      Battaglia, Morris, Niemann, Calvano, Bollenbach, Vaccaro, Whitman, Novack  
**Nays: 0**

*50<sup>th</sup> Anniversary Event Review*

Mancuso stated that the cost to host a Pig Roast might be too expensive. One quote is for \$11,000. He suggested a barbeque instead. A resolution is needed. Further discussion was had. The Commission decided to consult the Concession Stand Operator Tim Butt for input.

*Land Encroachment Update*

Park Attorney stated he attended the Town Board Meeting regarding the land encroachment issue. The Town Board referred him to the Village of Monroe attorney. Mr. Gaba wrote to the Village stating that there is a provision in the Town Code that allows them to prosecute the landowner. The Town Attorney



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advised that the Village needs to enforce the law with the Village Police as he interprets the Village Code. Mr. Gaba also recommended sending the Town Attorney's response to the Village Attorney for further action. Ultimately, it is up to the Village to make a decision on what the next steps should be. Further discussion was had on the topic.

6 month review Maintenance Truck disposition

Topic was addressed in the Park Manager's report.

Sidewalk Proposal Quote

The sidewalk committee presented three quotes for the Commission to review. Hudson Hall Contracting, Lawngevity Landscape Construction & Masonry and Upstate Concrete & Masonry Contracting Co. are the three companies. The sidewalk committee is recommending the lowest quote which is from Upstate at \$20,650 for plain grey plain concrete with a broom finish.

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

***Resolved, to award the Sidewalk Project to Upstate Concrete & Masonry Contracting Co., for the amount of \$20,650.***

**Ayes: 8**      Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Novack, Whitman  
**Nays: 0**

Front Sign Proposal

No new updates, at this time.

**New Business**

Discussion: Goals and Objectives

No new updates, at this time.

Watch Guard Hire(4-6)

Topic was already discussed during the Park Recreation Director's report.

Monroe-Woodbury Bus Lease Contract

This year's contract only has one change. A resolution is needed to approve it.

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

***Resolved, to approve the 2016 Monroe Woodbury Bus Lease Contract and authorizes Chairman Battaglia to sign the contract.***

**Ayes: 8**      Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Novack, Whitman  
**Nays: 0**

Upgrade Meeting Hall (windows, landscape)

Manager Truax is soliciting quotes for the Park's meeting hall as it is being upgraded by adding



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windows and landscape around the building.

Web-site Upgrade Proposal

Topic was previously discussed in the Park Recreation Director's report.

Discussion: Project List

No new updates at this time.

2016 Committee Assignments

**Playground:** No new updates at this time.

**Evening/Weekend Crew:** No new updates at this time.

**Park & Grounds Maintenance (Walking Trails, Parking Lot and Drainage):** Commissioner Vaccaro stated the Committee is working on objectives and will provide recommendations for the next meeting.

**Concession Stand:** Topic was addressed in the Park Manager's report.

**Community Events/Children's program:** No new updates at this time.

**YAC Committee:** No new updates at this time.

**5 Year Plan/Long Range Planning:** No new updates at this time.

**EXECUTIVE SESSION**

On a motion made by Adm. Chairman Morris and seconded by Commissioner Whitman;

*to enter into executive session to discuss pending litigation at 10:13 pm.*

**Ayes: 8**          Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Novack, Whitman  
**Nays: 0**

On a motion made by Commissioner Calvano and seconded by Adm. Chairman Morris;

*to exit from executive session at 10:35 pm.*

**Ayes: 8**          Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Novack, Whitman  
**Nays: 0**

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

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

*Resolved, to approve and pay the bills.*

**Ayes: 8**      Battaglia, Morris, Niemann, Bollenbach, Calvano, Vaccaro, Novack, Whitman  
**Nays: 0**

With no further business, on a motion from Niemann seconded by Bollenbach, the meeting was adjourned at 10:35 pm. Carried unanimously.

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Priscilla C. Chang-Staley  
Park Secretary