

## FINAL MINUTES

**Monroe Joint Park Recreation Commission, May 23, 2016**

**The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 23rd day of May 2016.**

<b>PRESENT:</b>	<b>John Battaglia</b>	<b>Chairman</b>
	<b>Ann Marie Morris</b>	<b>Adm. Chairperson</b>
	<b>Mike Niemann</b>	<b>Commissioner</b>
	<b>Laura Bollenbach</b>	<b>Commissioner</b>
	<b>Andrew Calvano</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 Vaccaro and seconded by Adm. Chairperson Morris

*Resolved, to approve the minutes of April 25, 2016, as written.*

<b>Ayes: 7</b>	Battaglia, Morris, Niemann, Novack, Whitman, Calvano, Vaccaro
<b>Nays: 0</b>	
<b>Abstain: 1</b>	Bollenbach

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

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

### **Senior Men's Softball**

Dan Martin, Monroe Senior League representative, was present at the meeting. . He apologized to the Commission for the lack of timely payment for the electric service. He explained that sponsorship of the league has decreased however he will implement procedures to ensure that this situation doesn't happen again. Further discussion was had on the topic. A question was raised as to what is the status of the league's enrollment. Mr. Martin replied enrollment has declined since approximately 2 years ago. He further added that the age range of the players is older; this aspect of the league is not entirely favorable among some of the players. Lastly, the League is waiting for the insurance information; he added that he

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understands if the paperwork isn't submitted then the leagues can't play on the fields.

**Park Recreation Director Report**

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

1. A copy of the April 25, 2016 minutes for approval (draft).
2. A copy of the park's calendar for June.
3. A copy of the YAC Candidates for hire list. Mancuso added that the first ten or twelve candidates are currently bus drivers with Monroe Woodbury and they do not have to go through the civil service process. A resolution is needed after the Commission reviews the list.

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

***Resolved, to approve the list of YAC staff candidates, for hire, as written.***

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

4. A copy of correspondence to the Village and Town Boards inviting them to the Park's 50<sup>th</sup> Anniversary festivities.
5. A copy of a correspondence to the Town Supervisor regarding a request for windows (currently in storage) to be transferred to the Park's Meeting Hall.
6. A copy of correspondence to Monroe Councilman Cardone regarding a request for windows to be transferred to the Park's Meeting Hall.
7. A copy of an email correspondence a FOIL Request, regarding one of the Park's Signs.
8. A copy of a Draft Notice to Bidder regarding the Press Box. Mancuso added that the press box has to be ADA compliant. Further discussion was had on the topic.
9. A copy of a list of services from Certified Appraisals. The Commission decided, after discussion, to move forward with utilizing their services.

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

***Resolved, to secure the services of Certified Appraisal, for no more than \$1000.***

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

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After the motion passed, the Commission continued to discuss the topic. The motion was amended afterwards. Park Attorney Gaba recommended that one quote is needed.

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

***Resolved, to secure the services of Certified Appraisal, not to exceed \$1000.***

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

10. A copy of a Final Report for the Arbor Day event. *Mancuso added that the event went well. He thanked Chairman Battaglia and Adm Chairman Morris for their assistance.*
11. A copy of list of A Final Report of the Mother's Day Brunch. Mancuso added not all families who signed up attended.
12. A copy of a Health Screening Flyer, distributed to the Commission as an fyi.
13. A copy of the 2016 Summer Camp Registration Ad. Registration will start on Monday, May 31<sup>st</sup>.
14. A copy of the Community BBQ Itinerary with a budget.
15. A copy of an email regarding the proposed park trails.
16. A copy of an email and narrative of the proposed park trails.
17. A copy of an email correspondence with the Town regarding civil service.
18. A copy of a memo, addressed to the Watch Guard personnel. According to Mancuso, he has mixed views on the progress of the Watch Guard personnel. He also referenced two incidents (from the Watch Guard's report) involving Flag Football from Middletown. They are going to the field in the park (as well as the Franklin Fields) regardless of whether or not they are scheduled. The situation is the same for Pop Warner and other leagues, where their teams continue to play in the park when they are not scheduled. Further discussion was had on the topic. Chairman John Battaglia stated he will speak with the Monroe Police Chief to find out how this situation can be remedied. Mancuso said he will follow up with the Watch Guard staff, individually and advise that they have to make sure the field usage schedule is adhered to. If the leagues refuse to cooperate, then the guards should contact the police. Further discussion was had on the topic.
19. A copy of the Park's picnic schedule.
20. A copy of the Photo News Full Page Rate for the Commission to review.
21. A copy of the Park IDs issued for the month of May.

In other matters, Commissioner Vaccaro asked if there could be a 50<sup>th</sup> Anniversary banner for the park.

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The cost of the banner wasn't in the original budget for the event. However, the Commission agreed a banner would be a good idea. Since there wasn't an advertising budget, one will be created and the cost of the banner will be added to it.

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

***Resolved, to purchase a banner for the 50<sup>th</sup> anniversary, not to exceed \$1,200.***

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

Mancuso asked the Commission if there should be a color poster in the Photo News. The Commission then discussed the Men's Softball situation; should the \$250 deposit (collected with the application for field usage) be held for past due balances, including past due payments for the electric bill. Park Attorney Gaba suggested charging a flat rate of electricity to the leagues. Further discussion is had on the topic. Chairman Battaglia advised for the next year, the Commission will work toward making changes to the policy.

Mancuso stated he's looking to place another order for Arbor Day tee shirts. Some of the Commissioners were interested in getting one. Regarding tee shirts for the Community BBQ, Mancuso stated he's going to be placing an order for those as well.

Please note that the topic of Cliff (board discussion) will be addressed in executive session. Mancuso stated he's looking to contact the students who participated in the Playground sign event to thank them for their efforts. In the interim, plans are being made to install the signs.

Neil Dwyer requested to use the water in the water tank to irrigate the plants. After discussion, the Commission authorized the use of the Park's water tank.

***Please note the Commission suspended the agenda to discuss the topic of Land Encroachment, sidewalk payment, meeting hall upgrade and website upgrade. Afterwards, the Commission returned to the agenda.***

**Park Manager Report:**

Park Manager Truax reported all the picnic tables were made as well as plants and trees were planted. Also, he did get a price quote for striping and sealant for the lower parking lot. The quote is approximately \$9,200; funds for this project are coming from the Park's Capital Project budget. A resolution is needed in order to move forward.

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

***Resolved, to authorize the purchase of striping and sealing of the parking lot, not to exceed \$10,000***

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

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Lastly, Truax noted that he's looking to hire a seasonal worker; the candidate he would like to hire is Dominic Lopez. A resolution is needed to hire the seasonal worker.

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

***THEREFORE BE IT RESOLVED, that on recommendation of the Park Manager, Dominic Lopez, be hired as a seasonal worker to temporarily assist with maintenance duties the Park at a rate of \$14.00 and***

***RESOVLED further, employment to be effective as of June 13, 2016***

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

**Old Business:**

Field Request MPD, MFD (Update)

No new updates at this time.

Field #4 Seating Update (Discussion; replace press box)

No new updates at this time

50<sup>th</sup> Anniversary Event Review – Community Pig Roast (Budget and Poster)

No new updates at this time.

Land encroachment update

Park Attorney Gaba reported that letters were sent out to the Village of Monroe asking for a status. No response has been received. The property owner asked for a status on the matter. In the interim, he would like to install a fence on the property. Gaba will continue to follow up.

Sidewalk Payment

There is still unpaid balance for the sidewalk project; the amount due is \$8,660. As per the last Park Meeting, the Commission decided to withhold payment because after the project was completed, two cracks appeared. According to Park Manager Truax, that there isn't too much that can be done regarding the cracks. Commissioner Vaccaro added that they can be fixed when it becomes a problem. After discussion, it was decided that the remaining balance should be paid to the company.

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

***Resolved, to authorize to pay the balance of \$8,600.***

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

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Upgrade Meeting Hall (Window request Senior Center)

Mancuso reported the Meeting Hall Upgrade is scheduled to start in May. It should take about a week to finish. The Town Board has agreed to transfer two surplus windows from the Senior Center to the Park for use in the activity room.

Web-site Upgrade Update

Lastly, there are no new updates for the Park's website.

**New Business**

Discussion: Goals and Objectives

Mancuso spoke about converting a section of the current racquetball court to an indoor court. As an indoor court, the new space could include an area for the leagues to have storage. There would still be a court to use outside, along with the tennis court. Further discussion was had on the topic.

Discussion: Project List

No new updates at this time.

Discussion: Re-purpose indoor racquetball court.

Topic was discussed under the goals and objectives discussion.

2016 Committee Assignments

**Playground:** The Committee discussed a proposed drainage plan to alleviate flooding in the parking lot.

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

**Park & Grounds Maintenance (Walking Trails, Parking Lot and Drainage):** Commissioner Novack presented a picture of the proposed trails in the park, including a trail from the main park connecting to Franklin Park. Chairman Battaglia asked for a budget as the committee continues to plan. He also asked for flowers and plants with color to be planted along the trail. Further discussion was had on the topic.

**Concession Stand:** Topic will be discussed during closed session.

**Community Events/Children's program:** Chairman Battaglia commended Commissioner Whitman's efforts regarding planning for events for the park.

**YAC Committee:** The YAC Committee asked for assistance with YAC registration from the other Commissioners. Registration for YAC is on Wednesday, June 1<sup>st</sup> from 6pm to 8 pm, Saturday, June 4<sup>th</sup> and Monday, June 6<sup>th</sup> 11am to 1pm.

**League Scheduling:**

No new updates to report at this time.

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

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**EXECUTIVE SESSION**

Having no topics to discuss in Executive Session, the Commission continued with the agenda.

Please note that the Commission went into a Closed Session @9:51 pm to seek confidential legal advice from Council. Afterwards, the Commission reopened the Closed Session at 10pm and returned to the agenda.

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

***Resolved, to go out to bid for the bleacher/press box project. Specs will be provided by Maser Consulting.***

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

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

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

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

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

With no further business, on a motion from Vaccaro seconded by Calvano, the meeting was adjourned at 10:20 pm. Carried unanimously.

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Priscilla C. Chang-Staley  
Park Secretary