

Final Minutes

Monroe Joint Park Recreation Commission, August 28, 2017

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 28th day of August 2017.

PRESENT:	Anthony Vaccaro	Adm. Chairperson
	Ann Marie Morris	Commissioner
	Laura Bollenbach	Commissioner
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner (arrived at 8:09 pm)
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT: Chairperson John Battaglia, Commissioners Andrew Calvano and Mary Elizabeth Burton

Adm. Chairperson Anthony Vaccaro called the meeting at 7:35 P.M, with the Pledge of Allegiance.

Approval of Minutes

Please note the vote for the minutes were postponed due to a lack of quorum. Once the quorum requirements were met, the Commission voted on the minutes.

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

Resolved, to approve the minutes of June 26, 2017, as written. After two months, the minutes were approved.

<i>Ayes:</i> 4	Vaccaro, Bollenbach, Whitman, Novack
<i>Nays:</i> 0	
<i>Abstain:</i> 1	Morris

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

Resolved, to approve the minutes of July 24, 2017, as written.

<i>Ayes:</i> 5	Vaccaro, Morris, Bollenbach, Novack, Whitman
<i>Nays:</i> 0	

Privilege of the Floor – Public Concerns

No one was present to speak from the public. Monroe resident Rehman Shukr was present in the audience to observe.

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Chris Serringer – Eagle Scout (Checker Board)

Eagle Scout Chris Serringer returned to speak with the Commission regarding his Eagle Scout Project a Checker Board. He stated he wanted place the board close to the park meeting building. The playing pieces would be locked up; in order for one to gain access, they would have to turn in their Park Id. The ID will be returned to the person once the equipment is returned. The size of the playing board is 9 ft x9 ft 4 inches deep. Each square on the playing board measures at 1 ft by 1 ft; playing pieces will be built to size to fit. Edge of the board would be made of plastic. He anticipates that he will complete the project by the end of Sept; work will be done during the day until school starts. Once school starts, he will work on the project on weekends. Scout Master Ron Prestia would be the adult supervising however Chris is leading it. Approximately 10 people are needed; he will ask for volunteers from his troop. Chris did ask if the Park can excavate the area where the board will be, which is 4 inches deep. The Commission asked to physically see where the board was going to be placed. At that point, the meeting participants left and went outside to see; after a few minutes, they returned to the meeting. Morris asked that a safety plan is needed (before the project starts) to make sure the area is secured after work is done for the day. Vaccaro asked for more detailed drawings. The Commission also asked for Chris to continue to follow up with Mancuso, with the details they are asking for, as well as a schedule that shows when he will be working on the project.

Fall Basketball league Proposal

No one was present to discuss the fall basketball league proposal. Mancuso stated he recently spoke with someone who was interested in starting a basketball league. He currently uses St Patrick's to run his leagues, he would like to continue with a Fall league and use Smith's Clove Park. Mancuso explained some of the rules and policies of the Park Commission and suggested that the Park may be interested in running a league, where he could be hired to facilitate the program. Mancuso also advised him that he was open to expanding the basketball program to some additional weekend and after school programs. No other information is known at this time.

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of July 24, 2017 (draft).
2. A copy of the picnic schedule. *Mancuso added the last scheduled picnic was completed yesterday. The electrical upgrade will start shortly.*
3. A copy of the monthly maintenance report. *Mancuso read highlights from the report. The bridge closure on RT208 has made dismissal from YAC more difficult. He has requested help from Monroe Police, to guide traffic. He will continue to research other alternative means for improving the traffic flow for YAC. Vandalism was found on fields 4 & 6; a police report was filed. Sports Tech starting working on the hockey rink. Area is locked (when work is done for the day) with signage posted. Information is noted on the park's website. Cash deposited for the month is \$14,939.12; expenses are \$63,836.10. The reason why the expenses are so high is because the park received another water bill. Matter is being handled by Chairman Battaglia;*

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Morris suggested that we should be requesting the Village rate and not the Town rate.

4. A copy of Park's Calendar for September. *Classes begin at the end of the month. Mancuso spoke with the Commission regarding a grandmother (a Monroe resident) who would like to register her grandchildren (non-Monroe residents) for classes. Further discussion was had on the topic. It was decided that the request is denied, unless the grandchildren are living with the grandmother. The Board although sympathetic to the resident moved, to maintain the policy, that participants in the free program must be Monroe residents*
5. A copy of the Park Fall Classes Program Ad.
6. The following events requires approval:
 - a. The Pumpkin Painting/Hay Rides event to be held on Sunday, October 29 @ 1:00 pm. Amount requested is \$1,324.00.

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

Resolved, to approve the Pumpkin Painting/Hay Rides event, as presented, on Sunday, October 29th @ 1:00pm, for an amount not to exceed \$1,324.

Ayes: 5 Vaccaro, Morris, Bollenbach, Whitman, Novack
Nays: 0

b. The Turkey Trot event to be held on Saturday, November 25 @ 9:00 am. *A resolution is needed to approve the event, in addition receive permission to contact the state in order to get approval to close the roads. Also, Mancuso was thinking of adding a kid's event (like a modified Spartan or obstacle course) in conjunction to the main event. He will continue to work on.*

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

Resolved, to approve the Turkey Trot event, as presented, on Saturday, November 25th @ 9:00am, for an amount not to exceed \$4,500.

Ayes: 5 Vaccaro, Morris, Bollenbach, Whitman, Novack
Nays: 0

c. The Holiday Tree Lighting event, to be held on Sunday, December 3rd @ 6:00 pm. Amount requested is \$1,184.00. *A resolution is needed to approve the event. Mancuso is looking to bring back the fictional characters (from the movie Frozen).*

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

Resolved, to approve the Holiday Tree Lighting event, as presented, on Sunday, December 3rd @ 6:00pm, for an amount not to exceed \$1,200.

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Ayes: 5 Vaccaro, Morris, Bollenbach, Whitman, Novack
Nays: 0

7. A copy of a response to a FOIL request.
8. A copy of a RFP for a landscape architect. *Mancuso suggested a landscape architect to assist with compiling ideas, costs and design to the playground. A resolution is needed to approve advertising the RFP; ad will post in the Times Herald Record which will be picked up by the trade magazines.*

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

Resolved, to approve advertising the RFP for landscape architect in the Times Herald Record.

Ayes: 5 Vaccaro, Morris, Bollenbach, Whitman, Novack
Nays: 0

9. A copy of the Injury Report. *Park Attorney Gaba noted the person involved in the report doesn't appear to have a claim due to the fact that participants assume a risk when they use Park facilities. Mancuso added that the information was forwarded to the Village and the Insurance Company.*
10. A copy of a reimbursement check issued by Action in Monroe.
11. A copy of email correspondence from Men's Senior Softball.
12. A copy of email correspondence from Pop Warner.
13. A copy of a letter of resignation from the Recreational Aide. Gaba asked if the position will be open to the public. However, the commission recommended that the position be advertised as soon as possible.

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

Resolved, to accept the resignation from Dylan Begany, Recreational Aid.

Ayes: 5 Vaccaro, Morris, Bollenbach, Whitman, Novack
Nays: 0

14. A copy of a quote for the trail project. Mancuso reported that two quotes were returned. A quote from Upstate was for \$82,000. The second quote from Seal King submitted a quote of \$24,400. Gaba noted that any public works project is subject to prevailing wage. Further discussion was had on the topic. The Commission decided to grant the contract to Seal King Paving.

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

Resolved, to hire Seal King Paving, 82 Wait Street, Walden NY, 12586, for the amount of \$24400, provided verification that their quote included prevailing wages and that they will submit certified payrolls and workers comp.

Ayes: 5 Vaccaro, Morris, Bollenbach, Whitman, Novack
Nays: 0

15. A copy of a complaint from a YAC parent along with an incident report and findings. Mancuso added he conducted an investigation to look into the matter. Further discussion was had on the topic. Mancuso found that the accusation was unsubstantiated
16. A copy of the 2018 Budget Worksheets.
17. A copy of the Press Box Plans.
18. A copy of Park Ids that were issued.

In other matters, Bollenbach asked for an update concerning the yoga classes. Mancuso noted that the event wasn't well received. Mancuso stated that the instructor did the last few classes without charging the Park with the thought of revisiting the idea in the fall. Vaccaro asked if the maintenance report can be reported separately from the Park Director's report.

Please note that the agenda was suspended to vote on July's minutes. Afterwards, the Commissioner returned to the agenda.

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

Resolved, to approve the minutes of July 24th, as written.

Ayes: 5 Vaccaro, Morris, Bollenbach, Whitman, Novack
Nays: 0

Old Business

Press box

Vaccaro stated he met with Teepee Construction two weeks ago. There were design details that weren't part of the bid (including ADA compliance) and were discussed with the vendor. Design will be sent back to Maser, where they can create a new plan design.

Land Encroachment

Park Attorney Gaba stated that the engineer is looking to prepare a report as part of a settlement. They will provide recommendations as to what needs to be done; the recommendations will be forwarded to the landlord who will look into the cost of those suggestions. Further discussion was had on this topic. The commission decided to authorize Mancuso to check the balance in reserves.

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On a motion created by Commissioner Whitman and seconded by Commissioner Bollenbach

Resolved, to approve to verify the reserve balance.

Ayes: 5 Vaccaro, Morris, Bollenbach, Whitman, Novack
Nays: 0

Revisit Goals and Objectives for 2017

The Executive Committee is the process of reviewing the goals and objectives; recommendations will be provided at a later date.

Fee Schedule

No new updates at this time.

Discussion: Project List (2017)

No new updates at this time.

Trail Update

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

Update Hockey Rink

The league has not communicated with the Commission with regarding to their fall schedule. No eta as to when the work will be completed on the hockey rink.

New Business

2018 Budget Discussion

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

Resignation Recreation Aide

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

RFP Landscape Architect

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

Field#4 Sprinklers

Commissioner Novack reported that he received a quote for an irrigation system of \$65,000 to \$75,000. The cost with prevailing wages would be almost double this amount. He reiterated the purpose of the irrigation system is to water the fields more efficiently. Further discussion was had on the topic.

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EXECUTIVE SESSION

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

Resolved, to enter into Executive Session to discuss contractual negotiation at 10:10 pm.

Ayes: 5 Morris, Bollenbach, Vaccaro, Novack, Whitman
Nays: 0

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

Resolved, to exit out of Executive Session at 10:30 pm.

Ayes: 5 Morris, Bollenbach, Vaccaro, Novack, Whitman
Nays: 0

Authorization for Motion to Approve and Pay the Bills

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

Resolved, to approve and pay the bills

Ayes: 5 Vaccaro, Morris, Bollenbach, Novack, Whitman
Nays: 0

With no further business, on a motion from Novack seconded by Morris the meeting was adjourned at 10:40 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary