

FINAL MINUTES

Monroe Joint Park Recreation Commission, December 18, 2017

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 18th day of December 2017.

PRESENT:	John Battaglia	Chairperson
	Anthony Vaccaro	Adm. Chairperson
	Ann Marie Morris	Commissioner (arrived at 7:46 pm)
	Laura Bollenbach	Commissioner
	Andrew Calvano	Commissioner
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary

ABSENT: Commissioner Mary Elizabeth Burton and Park Attorney Stephen Gaba

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

Approval of Minutes

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

Resolved, to approve the minutes of November 27, 2017, as written.

Ayes: 6 Battaglia, Vaccaro, Bollenbach, Calvano, Novack, Whitman
Nays: 0

Privilege of the Floor – Public Concerns

No one was present to speak from the public.

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of November 23, 2017 (draft) minutes.
2. A copy of the park maintenance employee's 2018 Holiday Schedule (draft). *A resolution is needed to approve the schedule.*
3. A copy of the 2018 Park adopted budget.

FINAL MINUTES
December 18, 2017

4. A copy of a thank you letter to Bagel Word, for their bagel donation at the Turkey Trot event.
5. A copy of a final report for the Tree Lighting event. *Mancuso noted that the event was success and thanked Vaccaro and Whitman for their help. Vaccaro made 2 suggestions for next year; 1) was a better system to lead the crowd in song and the second was to better define the path back to the meeting hall.*
6. A copy of the 2018 Park Meeting Schedule. *A resolution is needed to approve so that it can be implemented for 2018.*
7. A copy of the Park Activity Calendar. *Classes begin on January 16th. Most classes have been filled but for the ones with low enrollment, Mancuso will continue to advertise. The new Recreation Aid will assist with classroom instruction.*
8. A copy of Park Id's issued. *Over the past 12 years, 197 new and 199 renewals have been issued. Next year's color will be fuchsia pink so that the card will be easier to identify as the current card.*
9. The following event request requires approval:
 - a. The Winter Festival event to be held on Sunday, February 18 @ 12 pm. Amount requested is \$1,204. *Battaglia asked if the Village will be hosting a Winter Festival. Mancuso replied the event was already held.*
10. A copy of the Park's Winter Closure Policy (draft). *Mancuso asked the Commissioners to review and provide input. Policy illustrates a priority list for snow and ice removal.*
11. A copy of the December's Maintenance Report. Topic will be discussed later this evening.
12. A copy of the Town Code as it relates to the Park Commission.
13. A copy of the playground proposal from the landscape architect Chazen.

Please note Commissioner Morris arrived at the meeting at this time.

Maintenance Report

Mancuso reported various items from the report. Daily duties include cleaning the area of litter, emptying garbage cans and picking up items that have been placed in lost and found. They also have been checking for snow and ice conditions; the gutter was extended to help eliminate icy areas. With regard to repairs, a toilet seal has been replaced. Tree lights have been fixed as well as a time clock. With regard to projects, plows have been installed on the trucks; summer mowers have been stored away. A tree was cut down. The lawn blanket was placed on field#4. Future plans for the maintenance include completing the Wallyball court, sealcoating another section of the parking lot and upgrading lights for the racquetball and hockey courts. Mancuso is still looking into information regarding a timer or motion detector on the racquetball court. Lastly, he is also looking into mapping out water lines and valves evaluated.

FINAL MINUTES
December 18, 2017

Old Business

Water Bill

Battaglia met with the Village Board in executive session during their meeting. The matter still needs to be resolved for the current bill and for the bills going forward. The resolution they proposed still needs to be revised; invoice should include the total amount owed based on the Village's rate. Vaccaro was concerned with the accuracy and frequency of the water usage tracking/reporting. Further discussion was had on the topic. Monies allotted for the water bill will be included in the 2018 park budget.

Press box

No new updates at this time.

Land Encroachment

No new updates at this time.

Trail Update

No new updates at this time.

Playground Update

Novack reported the Committee met with Chazen and presented their ideas and suggestions to them. The aesthetic the Commission is looking form is to encompass the existing natural park surroundings while using the existing playground structures. Chazen developed two proposals; details of both proposals included that the existing structures will be painted and upgraded. Picnic areas will be more formalized and the pavilion would be redone. Chazen also proposed an outdoor classroom. Overall, the proposals maximize the existing areas. With regard to cost, the proposals provided a program matrix and a preliminary opinion of probable cost. Pertaining to building requirements, they are knowledgeable about laws, compliance and permits needed for this project. Further discussion was had on the topic. Novack noted that he will continue to further develop the proposals with Chazen based on the Commissions concerns and comments.

Snow Policy

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

Drug Policy

No new updates at this time.

New Business

Elections

Battaglia announced the slate of officers for 2018:

John Battaglia Chairperson (running unopposed)

Anthony Vaccarro Adm. Chairperson (running unopposed)

Mancuso asked if there are any nominations from the floor. Hearing none, Secretary Staley cast a single vote in favor of the announced slate. Both candidates accepted the positions.

FINAL MINUTES
December 18, 2017

Salaries

Mancuso reported that the 2018 salaries for the maintenance staff will need to be approved and adopted. Matter will be further discussed during Executive Session.

2018 Holiday Schedule

A resolution is needed to approve and adopt the 2018 Holiday Schedule.

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

Resolved, to accept the 2018 Holiday Schedule as presented

Ayes: 7 Battaglia, Vaccaro, Morris, Bollenbach, Calvano, Novack, Whitman
Nays: 0

2018 Meeting Schedule

A resolution is needed to approve and adopt the 2018 Meeting Schedule.

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

Resolved, to accept the 2018 Meeting Schedule as presented

Ayes: 7 Battaglia, Vaccaro, Morris, Bollenbach, Calvano, Novack, Whitman
Nays: 0

Resolution to Move Money into the Reserves

After discussion, the Commission approved to transfer money into the reserves.

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

Resolved, to approve money transferred in to reserves

Ayes: 7 Battaglia, Vaccaro, Morris, Bollenbach, Calvano, Novack, Whitman
Nays: 0

Please note at this time, the Commission suspended the agenda to readdress the topic of the Winter Festival. Afterwards, the Commissioner returned to the agenda.

On a motion made by Commissioner Bollenbach and Commissioner Novack

Resolved, to approve the Winter Festival event, not to exceed \$1250

Ayes: 7 Battaglia, Vaccaro, Morris, Bollenbach, Calvano, Novack, Whitman
Nays: 0

Resolution to Finalize 2018 Budget Lines

Topic postponed until the next meeting. Mancuso will speak to the Comptroller to create additional lines

FINAL MINUTES
December 18, 2017

in the Park's budget.

Certificate Presentation

Chairman Battaglia advised the Commission that Commissioner Bollenbach's term has expired and she has chosen not to seek reappointment. As a result, tonight is her last meeting. Chairman Battaglia, on behalf of the Park Commission presented to her a "Certificate of Appreciation" thanking her for many years of dedicated service to the Park and wished her well on all future endeavors.

EXECUTIVE SESSION

On a motion made by Commissioner Morris and seconded by Vaccaro

to enter into Executive Session to discuss personnel matters at 9:02 pm.

Ayes: 7 Battaglia, Vaccaro, Morris, Bollenbach, Calvano, Novack, Whitman
Nays: 0

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

to exit out of Executive Session and return to open session at 9:40 pm.

Ayes: 7 Battaglia, Vaccaro, Morris, Bollenbach, Calvano, Novack, Whitman
Nays: 0

2018 Salary Resolution

On a motion by Commissioner Vaccaro seconded by Commissioner Calvano

Any full time employee hired before June 1, 2017 will receive a 2% increase in salary for 2018

Ayes: 7 Battaglia, Vaccaro, Morris, Bollenbach, Novack, Calvano, Whitman
Nay: 0
Abstain: 0

On a motion by Commissioner Vaccaro seconded by Commissioner Novack

Any year round watch guard employee hired before January 1, 2017 will receive a 2% increase in salary for 2018 with the exception of guard Joseph Munk who as of January 1, 2018 will be designated as the lead watch guard at a salary of \$13.50/hr

Ayes: 7 Battaglia, Vaccaro, Morris, Bollenbach, Novack, Calvano, Whitman
Nay: 0
Abstain: 0

Authorization for Motion to Approve and Pay the Bills

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

FINAL MINUTES
December 18, 2017

Resolved, to approve and pay the bills

Ayes: 7 Battaglia, Vaccaro, Morris, Bollenbach, Calvano, Novack, Whitman
Nays: 0

With no further business, on a motion from Whitman seconded by Bollenbach the meeting was adjourned at 9:50 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary