

## FINAL MINUTES

### Monroe Joint Park Recreation Commission, July 24, 2017

**The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 24th day of July 2017.**

<b>PRESENT:</b>	<b>John Battaglia</b>	<b>Chairperson</b>
	<b>Anthony Vaccaro</b>	<b>Adm. Chairperson</b>
	<b>Ann Marie Morris</b>	<b>Commissioner</b>
	<b>Laura Bollenbach</b>	<b>Commissioner</b>
	<b>Jonathan Novack</b>	<b>Commissioner</b>
	<b>Emily Whitman</b>	<b>Commissioner</b>
	<b>Mary Elizabeth Burton</b>	<b>Commissioner</b>
	<b>Joe Mancuso</b>	<b>Park Recreation Director</b>
	<b>Priscilla C. Chang- Staley</b>	<b>Park Secretary</b>
	<b>Stephen Gaba</b>	<b>Park Attorney</b>

**ABSENT: Commissioner Andrew Calvano**

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

#### **Approval of Minutes**

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

*Resolved, to approve the minutes of May 22, 2017, as written. After two months, the minutes were approved.*

<i>Ayes:</i> 5	Battaglia, Vaccaro, Bollenbach, Whitman, Novack
<i>Nays:</i> 0	
<i>Abstain:</i> 2	Morris, Burton

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

*Resolved, to approve the minutes of June 26, 2017, as written.*

<i>Ayes:</i> 4	Battaglia, Bollenbach, Novack, Burton
<i>Nays:</i> 0	
<i>Abstain:</i> 3	Vaccaro, Morris, Whitman

#### **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. He's shown interest in serving on the Park Commission.

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**Park Recreation Director Report**

Mancuso reported the following information to the Commission;

1. A copy of June 26, 2017 (draft).
2. A copy of YAC Statistics. *Mancuso reported on some highlights of the report. There were more campers this year than last. Acceptance in the Extended Day service will be ongoing. Money for trips will not be refunded, unless the camper didn't attend for a valid reason. Today's trip was canceled due to rain; the bus driver will still be paid even though the trip was canceled.*
3. A copy of the Picnic Schedule.
4. A copy of correspondence from the Women's Softball League. *Mancuso added that the Commission has remained firm with its decision regarding field conditions, including the agreed time (at 7 am on weekends) in which the fields would be assessed or checked. Criteria for calling the game off is standing water on the field and/or if a foot print can be left on the ground. Lastly, the leagues non-profit status certificate has not been received by the Commission, to date.*
5. A copy of correspondence regarding a request to serve on the Commission.
6. A copy of a Watch Guard application. *Mancuso added that even another Watch Guard is not needed, at this time, he would like to approve a candidate provisionally. Due to the lengthy process, the Civil Service application process could proceed for this candidate if an opening appears in the very near future, but they will not be hired immediately. The candidate would fill one of the existing positions, in the event it ever becomes vacant . A resolution is needed to approve hiring the candidate on a provisional basis. In addition, three month review is almost due; he will set up the meetings and ask for Commissioners to volunteer to conduct the reviews.*

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

***Resolved, to approve the Watch Guard Candidate Stephen Settedveati of 168 Barnes Road, Washingtonville, NY and offer provisional employment, with pay rate to be determined at a later date.***

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

7. A copy of an event request for a sport camp. *Mancuso added that the sports camp will replace the baseball clinic. The sports camp will feature various sports for the campers. The camp will be during the week after YAC ends, August 21-25<sup>th</sup>. Cost of the camp per camper is \$40 a week. On the days it rains, camp will be canceled. Advertisement for the camp will occur during YAC and possibly in the Photo News. A resolution is needed to approve the request.*

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

***Resolved, to approve the Sports Day camp, during the week of August 21<sup>st</sup> through the 25<sup>th</sup>, \$40 a week per camper fee***

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

8. A copy of the Maintenance Report. *Mancuso reported that the grass is mowed on a routine that includes before YAC starts each morning. The cut off switch on one of the lawn mowers has been repaired. 100 ft of the fire hose for the sprinkler has been replaced. With regard to projects, he's met with another contractor to discuss the paving of the trail. An electrician has been contacted to look into the electrical upgrade at the lower pavilion. Work would start after camp ends. Sport Pro was contacted to start work on the Hockey rink. Even though the PA system is working, the last speaker still needs to be installed. Total expenses for the month is \$20,359.58 total revenue is \$22,291.00. Lastly, Mancuso will ask Comptroller Martin if the Village of Monroe still needs to pay their contribution to the park. All bounced checks have been taken care of. Vaccaro asked for clarification regarding the paving project discussion. Mancuso stated various details were discussed including whether or not part of the trail can be paved by hand and if the trail width can be 4ft. The quote the contractor (Seal King Paving) provided is \$24,777; (Mancuso noted other contractors did not get back to him with their quotes), work can start the end of August. Morris asked for another quote for comparison.*
9. A copy of the Park's Calendar for August.
10. A copy of a plaque for approval.
11. A copy of Park Ids issued.

**Old Business**

**Press box**

Mancuso provided plans (from Maser) for the Commission to discuss. He asked the Commission to review the details. Further discussion was had on the topic. The Commission decided to grant the project to Tee Pee Construction. Gaba added that the company needs to provide submission of contract with specs, proof of insurance and acknowledgement that they are liable to pay prevailing wages.

On a motion made by Adm. Chairperson Vaccaro and seconded by Whitman

***Resolved, to grant the press box contract to Teepee Construction, as per the requirement of the current specs (provided by Mazer) they would need to provide proof of insurance and acknowledgement that they are liable to pay prevailing wages, in an amount not to exceed \$18,000.***

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

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**Land Encroachment**

Park Attorney Gaba reported no new updates.

**Revisit Goals and Objectives**

Mancuso suggested reviewing and adopting the goals and objectives in order to help guide the Commission with decisions. Each goal was read and related to a project or an activity/program in the park. Based on the goals and objectives, the five year plan should be updated as well. Vaccaro liked the concept of having guidelines; he asked the Commission to review them and that the Executive Committee will also review and provide recommendations at a later date.

**Fee Schedule**

Mancuso advised the fee schedule for other park services should be analyzed yearly, updated wherever the Commission deems necessary and post it publically. Fees will be posted on the website for the Commission to view.

**Discussion: Project List (2017)**

The playground will be next project that will be worked on, after YAC ends. Various parts of the area will be addressed such as painting surfaces and a possible upgrade to the boat structure.

**Trail Update**

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

Please note the agenda was suspended so that the Commission could discuss the outcome of the talent show. Afterwards, the Commission returned to the agenda.

Mancuso reported the talent show event was well received; approximately 60 people attended. Three acts participated; all three acts won a prize. There was a band that performed, as well. He suggested a cover or a roof for the stage which would be a great addition for the area. Battaglia added that matter should be added to the project list; he further added that with the roof, the stage could possibly be used in conjoined events with the Village of Monroe, like their concert in the park series.

**2017 Committee Assignments**

No new updates at this time.

**Hockey Rink Quotes (Resurfacing)**

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

**New Business**

Bollenbach asked how the yoga class is doing. Mancuso stated that there wasn't a great response even though there were a good amount of people who inquired about it. Many of the people who asked about it didn't have Park Ids, which is a requirement in order to participate. Morris asked about the YAC field trips, including the field trips to the movies. Mancuso stated that some of the trips had to be canceled but there are a few that did occur. Overall YAC is going smoothly; one possibly injury but nothing officially reported.

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**EXECUTIVE SESSION**

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

***Resolved, to enter into Executive Session to discuss a personnel matter at 9:03 pm.***

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

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

***Resolved, to exit out of Executive Session at 9:30 pm.***

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

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

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

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

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

With no further business, on a motion from Vaccaro seconded by Bollenbach the meeting was adjourned at 9:45 pm. Carried unanimously.

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Priscilla Chang-Staley  
Park Secretary