

Final Minutes

Monroe Joint Park Recreation Commission, June 26, 2017

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 26th day of June 2017.

PRESENT:	John Battaglia	Chairperson
	Laura Bollenbach	Commissioner
	Andrew Calvano	Commissioner
	Jonathan Novack	Commissioner
	Mary Elizabeth Burton	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT: Adm. Chairperson Anthony Vaccaro, Commissioners Ann Marie Morris and Emily Whitman

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

<i>Ayes:</i> 4	Battaglia, Calvano, Bollenbach, Novack
<i>Nays:</i> 0	
<i>Abstain:</i> 1	Burton

Privilege of the Floor – Public Concerns

No one was present to speak from the public. The Commission returned to the agenda.

Request Travel Soccer Field Time

No one was present to speak with the Commission from Travel Soccer. The Commission returned to the agenda.

Pop Warner Camp (Field Time in July)

No one was present to speak from Pop Warner regarding their field time request. Battaglia reported that there are problems with insurance coverage; the insurance information presented for this event is not from Pop Warner but from a private company. Clarification is needed before the event can occur.

Final Minutes
June 26, 2017

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of May 22, 2017 minutes (draft).
2. A copy of 2017 YAC statistics. *Mancuso reported enrollment increased this year. There are 706 campers registered this year compared to last which was 655. Revenue increased this year (\$126,625.00) as well. The enrollment process was much smoother; many people enrolled during the day and he had assistance from Park Recreation Aid Dylan. In terms of unpaid registration fees due to bounced checks, everyone from last year has paid in full. This year there were five bounced checks; two of the five have been paid. The two bounced checks are from parents/guardians who have bounced checks in the past. Additional counselors have been hired to help with the required camper/staff ratio. A LPN is still needed, but plans are being made to acquire one.*
3. A copy of the Park's picnic schedule. *There is an increase of pavilion rentals this year compared to last year.*
4. A copy of a YAC safety plan. *Mancuso came up with a safety plan to provide emergency preparedness to the staff, campers and visitors at YAC. The plan includes working with Monroe Police and having ongoing training in different emergency scenarios to help ensure everyone's safety; the plan is designed to utilize and execute a plan of action which includes implementing notifications, accessing a chain of command, securing campers and staff in safe zones as well as working with responding trained emergency personnel. The Watch Guards will be working at YAC to help on a day to day basis. The PA system that was recently installed will be able to assist with notifications. In light of recent trends of attacks in public places, Mancuso felt there is a need for this plan even though there are no current threats. The safety plan will be added to the employee handbook and discussed during staff meetings. Battaglia applauded Mancuso for putting this plan together and agreed this measure is important to have in place.*
5. A copy of correspondence to Pop Warner Flag Football, regarding their request for additional field time.
6. A copy of correspondence to the Emergency Service League, regarding to a previous field time request for the PBA and Fire Department game back on May 7th. *Mancuso added that the PBA team didn't show up for the game but the Fire Department team played in the rain on the field, which is against Park Policy.*
7. A copy of correspondence to the Women's Softball Leagues additional field time request.
8. A copy of correspondence to the leagues regarding the Park's no alcohol Policy.
9. A copy a quote that is the approximate cost to install electrical outlets and provide power at the lower pavilion.

Final Minutes
June 26, 2017

10. A copy of a correspondence to the company (Sport Tech Construction) who won with the lowest bid (during the May 22, 2017 meeting) to resurface the hockey rink. *Gaba asked if the company sent workers comp information. Mancuso stated that he didn't receive it but will request it.*
11. A copy of a financial report for Paul's retirement party.
12. A copy of a Commission appointment request.
13. A copy of a proposal to have yoga classes in the park. *Mancuso added that Zumba classes were offered in the park outdoors in the past, with minimal success. Persons who are interested in attending the proposed yoga classes would need Park Ids. The instructor is looking for a certain amount to be compensated for teaching the class. A resolution is needed for the proposal, to either pay the instructor directly or charge a fee to the participants. The Commission decided that the instructor will be paid \$50 per hour to teach the class. Classes will be advertised on the Park website and social media pages.*

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

Resolved, to approve the instructor Sarah Haisley to teach yoga classes in the park, at a rate of \$50 per hour

Ayes: 5 Battaglia, Calvano, Bollenbach, Novack, Burton
Nays: 0

14. A copy of two maintenance summer help applications. *Mancuso added that the one of the two candidates does not have a driver license. Gaba stated that the person will not able to drive the equipment. Battaglia suggested reviewing previous applicants who had applied for Park Maintenance jobs in the past.*
15. A copy of a final report for the Senior Day event. *The event went well; approximately 60 people attended from the Monroe Senior Center. The Senior Center paid for the refreshments which came from the Snack Bar. There were different activities offered, including Bingo.*
16. A copy of a thank you letter from Paul.
17. A copy of Park Ids issued. There were 29 renewals; most of the renewals occurred during YAC registration.
18. A copy of correspondence from a parent requesting their children to participate in YAC. *Mancuso added that the parent's child has attended in the past but they moved to an area not within the boundaries of the YAC residency requirements. In addition, the parent continued to use the card and registered their children for YAC for another year even after they moved. The policy states that an ID card is no longer valid when the family is no longer a resident. The Commission discussed the matter and decided to deny the request.*

Final Minutes
June 26, 2017

19. A copy of the monthly maintenance report. *Mancuso spoke about pursuing other alternatives to replace the pea gravel that is currently surrounding the boat on the playground. A delivery of clay was received which will help with fields 1, 2, 3. Two timeclocks are broken on the racquetball court. Mancuso is looking to hire an electrician to fix them. Both have been turned off. The alarm for the overhead door in the garage keeps going off; it needs to be fixed. Maintenance is also working on planting and maintaining the flower beds. An update is needed regarding paving for the Park Trail project. Total amount of revenue for YAC is \$126,000; expenses were \$21,900.*
20. A copy of the Park's Calendar for July.

Old Business

Press box

No new updates at this time.

Land Encroachment

Park Attorney Gaba reported no new updates. The topic hasn't been discussed during the Town of Monroe meetings; no response from the Town has been received regarding this issue. He met with the Village of Monroe Attorney; the village is waiting for the Town's response. The landowner's attorney will receive the soil testing results, in the interim.

Revisit Goals and Objectives

No new updates at this time.

Fee Schedule

No new updates at this time.

Discussion: 2017 Project List

Novack spoke about the possible future field conditions for field#4, based on the current usage. The main objective is to try to keep or gain what was lost during each season. An irrigation system and/or a water canon/portable water system were suggested to help with lawn applications/product being applied appropriately. He will continue to research the different options. The Commission liked the idea; plans will be made to add the suggestions to long term planning.

Trail Update

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

2017 Committee Assignments (Advisory Committee)

No new updates at this time.

Update Hockey Rink

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

Final Minutes
June 26, 2017

New Business

Enhanced Safety Plan

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

Non-Resident YAC request

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

EXECUTIVE SESSION

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

Resolved, to enter into Executive Session to discuss a personnel matter at 8:37 pm.

Ayes: 5 Battaglia, Calvano, Bollenbach, Novack, Burton

Nays: 0

On a motion made by Novack and seconded by Calvano

Resolved, to exit out of Executive Session at 8:50 pm.

Ayes: 5 Battaglia, Calvano, Bollenbach, Novack, Burton

Nays: 0

Authorization for Motion to Approve and Pay the Bills

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

Resolved, to approve and pay the bills

Ayes: 5 Battaglia, Calvano, Bollenbach, Novack, Burton

Nays: 0

With no further business, on a motion from Burton seconded by Bollenbach, the meeting was adjourned at 8:57 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary