

Final Minutes

Monroe Joint Park Recreation Commission, October 23, 2017

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 23rd day of October 2017.

PRESENT:	John Battaglia	Chairperson
	Ann Marie Morris	Commissioner
	Andrew Calvano	Commissioner (arrived at 7:38 pm)
	Laura Bollenbach	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 and Commissioners Jonathan Novack, Emily Whitman

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

Approval of Minutes

Please note that the approval of minutes was postponed until a quorum was reached.

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

Resolved, to approve the minutes of September 25, 2017.

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

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 September 25, 2017 (draft) minutes.
2. A copy of November's Park Calendar. *The Turkey Challenge (also known as the Turkey Trot) is scheduled for Saturday, November 25th. The route for the event has changed; the Commission discussed to how to let the runners know it changed. One suggestion was volunteers will tell the*

Final Minutes
October 23, 2017

runners while the race is in session.

3. A copy of a memo to the Park's Watch Crew. *The memo is to address problems that have been occurring among some of the Watch Guard staff.*
4. A copy of a correspondence to MOVAC, requesting coverage for the Turkey Trot.
5. A copy of Work Clothes Analysis.
6. A copy of correspondence to Seal King Paving. *Mancuso explained that the bid was awarded to the company but they communicated they are not able to work on the project until the spring. Assurance that they will return in the spring is needed. The bid includes prep work. A bid bond was not issued. Mancuso suggested requiring a 10% bond as assurance to hold the award.*
7. A copy of a letter sent to the Village Board regarding the water bill.
8. A copy of an anonymous article received. *Regarding a residency requirement for their parks in another municipality.*
9. A copy of the 5K Turkey Challenge poster.
10. A copy of the 5K Turkey Challenge application, *which includes information regarding the changed route.*
11. A copy of the 5K Turkey Challenge map.
12. A copy of an agenda regarding meeting with Chazen (Playground Architects).
13. A copy of an agreement with Chazen.
14. A copy of a picture of the completed chess board. *Mancuso was concerned with construction of the project. Maintenance had to assist and in some cases redo. Further discussion was had on the topic. The Commission concluded that Chairman Battaglia will follow up with the Troop's Scout Master. Mancuso suggested developing an application to the Boy Scouts, an individual or any organization who wishes to conduct a project in the park.*
15. A copy of the Snack Bar utility clause. *As previously stated and approved in the existing contract, gas and electric will not be charged, during the winter months (December to March 15). The heat and water can't be turned off during this time also so that the pipes don't freeze. Mancuso suggested a follow up conversation with the current Concession Stand owner to remind them of this. He also noted there are several repairs at the stand that Park Maintenance was asked to complete. As per the contract, the Concessionaire is responsible for repairs. Battaglia stated he will follow up with the Concession Stand owner.*
16. A copy of the Non Peak Watch Guard Schedule. *Three watch guards will be scheduled for the off season. One of the three has demonstrated examples of knowing the job well and is*

Final Minutes
October 23, 2017

responsible. Mancuso suggested making him the contact person for the watch guards with a raise; further discussion on the topic will continue next month. No floater staff available to utilize if needed.

17. A copy of park id's for the month of October. *193 new ids and 196 renewals were issued this year to date.*
18. A copy of October's maintenance report. *Various items from the report include that the fields are being mowed regularly; some fields require more attention than others. There were various repairs that occurred including a fuel injection that was replaced on the lawn mower, lights that were replaced on field four and at the hockey rink. Mancuso met with Chazen regarding the playground project. He also met with the electrician regarding the repairs to the electric.*

In other matters, Mancuso asked for volunteers to assist with the Turkey Challenge. He will also meet with Peter (Town Comptroller) to discuss the line items of the Park budget. A Board discussion is needed regarding salaries; he is looking to meet with the maintenance staff to discuss this matter with them. The first payroll in 2018 will reflect the changes, when they are approved. The Commission agreed to discuss during November and December's meetings.

There are two Commissioners whose terms will be expiring in December. The Monroe resident who had attended the Park meetings in the past, Rehman Shukr, is still interested in joining the Commission; he has volunteered to help Mancuso with various office tasks. Commissioner Bollenbach advised that she will not pursue a renewal term. Finally, the Commemoration event for former Park Manager Paul Truax will be held during the Hayride and Pumpkin Picking event on October 29th.

Maintenance Report

Mancuso presented October's Maintenance Report to the Commission during the Park Recreation Director's report.

Please note that the agenda was suspended at this time to vote on September's minutes. Afterwards the Commission returned to the agenda.

Old Business

Press box

Burton provided an update for the Commission. The press box does not have to be handicap accessible and it doesn't need a second egress. A permit is needed (as per the building inspector) as well as an architect who will do an analysis. There were some discrepancies pertaining to the structure; the bid calls for the building to be slightly larger than the existing pad. She will continue to work with the architect with the new drawings to see if the changes can be done at the same cost. The drawings will have a permanent ladder (where access can be locked) with only one door to enter the building. Tempered glass will be needed, as well. Further discussion was had on the topic.

Land Encroachment

Park Attorney Gaba stated no new updates. He is waiting to hear from the engineer.

Final Minutes
October 23, 2017

Trail Update

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

Playground Update

The Playground Committee met with the architect from Chazen. They gave ideas on what they are looking for which includes renovating various areas. They are looking to eliminate and replace the gravel. The architect will review the suggestions and provide pricing. They also discussed the possibility of some of the work being done in house. Time frame for the start of the project would be in the spring. A representative from the architect firm Chazen will attend a future meeting to discuss their findings with the Commission, as well as provide renderings.

Recreation Aid Hire

Based on the recommendations of the Committee, they nominated one candidate from the pool of applicants.

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

WHEREAS, The Monroe Joint Park Commission needed to hire a Recreation Aide to assist the duties of the Recreation Director, and

WHEREAS, in response to an ad in the Times Herald Record, 6 candidates submitted employment applications, and

WHEREAS, Park Recreation Director Mancuso reviewed the applications, along with the Recreation Committee who met with 3 applicants who appeared to be the most qualified, and

WHEREAS, the applicants demonstrated qualities and experience that meet the Civil Service Guidelines, and

WHEREAS, the money for this hire was appropriated in the 2017 budget.

THEREFORE, BE IT RESOLVED to approve the candidate Louis Ingrassia III for the full time Recreation Aid position for hire (with flexible hours as needed), address is 418 Ingrassia Road, Middletown, NY 10940, at a salary offered of \$19 per hour.

THEREFORE BE IT FURHTER RESOLVED, employment to be effective as soon as the paperwork has been completed and approved by Orange Civil Service as well a conditional upon receiving a background check satisfactory to the Commission with a 1 year probationary period

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

New Business

Nomination Committee

One or two people are needed to poll the Commission to nominate a Chairperson and Adm. Chairperson.

Final Minutes
October 23, 2017

A slate of officers will be announced during November's meeting.

Clothing Allowance Discussion

Cintas is the current clothing provider for the park. Town and Village employees receive a stipen for clothing allowances. Mancuso advised that a stipen might be a better solution for the park and will continue to investigate. The Commissioners expressed a concern for all staff to be dressed and groomed appropriately as they are frequently working among the public. Further discussion was had on the topic. Ultimately, the Commission would like to do away with the clothing provider service.

Please note at this time, the agenda was suspended to discuss the water bill. Afterwards the Commission returned to the agenda. It was suggested, a resolution is needed to pay the water bill based on the Village revised rate, once it is recalculated.

EXECUTIVE SESSION

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

to enter into Executive Session to discuss contract negotiations at 10:05 pm

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

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

to exit out of Executive Session and to return to open session at 10:35 pm

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

With no further business, on a motion from Calvano seconded by Bollenbach the meeting was adjourned at 10:45 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary