

FINAL MINUTES

Monroe Joint Park Recreation Commission, February 26, 2018

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 February 2018.

PRESENT:	Anthony Vaccaro	Adm. Chairperson
	Ann Marie Morris	Commissioner
	Andrew Calvano	Commissioner
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner
	Mary Elizabeth Burton	Commissioner
	Chris Sullivan	Commissioner
	Rehman Shukr	Commissioner (departed @ 9:18 pm)
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney (departed @ 10:25 pm)

ABSENT: Chairperson John Battaglia

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

Approval of Minutes

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

Resolved, to approve the minutes of January 22, 2018, as amended.

Ayes: 6 Vaccaro, Morris, Calvano, Whitman, Burton, Sullivan

Nays: 0

Abstain: 2 Novack, Shukr

Privilege of the Floor – Public Concerns

No one was present to speak from the public.

Request: PTA Fundraiser Request

Mancuso reported that he received a call from an individual who was looking to host a color run. No other information is known at this time. He explained to the person that they needed to provide a narrative for the event and make a presentation at a Park Meeting. No one was present from the public to speak on this topic.

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Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of January 22, 2018 (draft) minutes.
2. The following event request requires approval:
 - a. The Arbor Day Request to be held during on Sunday April 29th, from 1:00 pm to 2:30pm. Amount requested is \$982. *Mancuso added he will provide an extra seedling to the participants as a gift. 150 seedlings were ordered from the Arbor Society. The planting of the seedlings will have protection from foot traffic. Most of the trees where the seedlings will be planted have died).*

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

Resolved, to approve the Arbor Day Event Request, to be held on April 29th @ 1:00 pm.

Ayes: 8 Vaccaro, Morris, Calvano, Whitman, Novack, Burton, Sullivan, Shukr
Nays: 0

3. A copy of MJPRC final 2018 Budget Worksheet Revenues.
4. A copy of a NY Municipal Insurance Reciprocal Letter.
5. A copy of a Safety Recall Notice.
6. A copy the Chazen Companies Proposal Survey. *Mancuso advised that the survey was approved however it isn't digitized. A reference point is needed for future surveys.*
7. A copy the Commission's Contact Information. *Mancuso asked for all Commissioners to review and provide updates where needed.*
8. A copy of "The Coach In You" flyer. *Mancuso was unable to confirm the dates of seminar with the instructor on the flyer. Once the new dates are known, then the seminar will be advertised in the paper.*
9. A copy of the 2018 SCP Field Use Schedule Draft. *A resolution is needed to approve the schedule for this year.*
10. A copy of a 2018 League Field Usage Request Conflicts. *Mancuso asked the Commissions to review and provide input.*
11. A copy of the Park's Event Calendar for March.
12. A copy of the 2018 Spring Program Ad. *Mancuso added that registration for Spring Classes is next Wednesday at 6:00 pm. A new class has been added which will feature various topics. Program Aid Craig will be*

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teaching the multisport after school classes.

13. A copy of the final report for the Winter Festival. *Mancuso noted the event went well. The weather helped, especially for sled riding. The K9 instructor was popular. In retrospect, the event has been successful in the past; he's looking to add more activities for next year.*

14. A copy of the Press Box Design Clarification.

15. A copy of a sealed bid sale surplus equipment. *Mancuso added that the inventory of the maintenance equipment has been reviewed. Four pieces of equipment will be declared as surplus and set out for bid.*

On a motion made by Commission Novack and seconded by Adm. Chairperson Vaccaro

Resolved, to declare the following equipment, as surplus:

- 1966 Scoop Mobile/Loader Model LD125 6 Cylinder Perkins Diesel, minimum bid \$2,500
- John Deere Frail Mower 25A 78 inch cutting width PTO 540 rpm, minimum bid \$1,000
- Turfcut Jacobsen 423D 72 inch rotary mower, minimum bid \$1,000
- 1983 Chevy Mason Dump 350 engine 87,183 miles

Ayes: 8 Vaccaro, Morris, Calvano, Whitman, Novack, Burton, Sullivan, Shukr
Nays: 0

On a motion made by Commission Novack and seconded by Commissioner Burton

Resolved, to approved putting the above mentioned equipment out to bid

Ayes: 8 Vaccaro, Morris, Calvano, Whitman, Novack, Burton, Sullivan, Shukr
Nays: 0

16. A copy of the use of the park's pavilion facilities. Mancuso noted that one picnic has been scheduled.

Please note that the agenda was suspended to discuss a matter regarding payment of bills reminders to the Commission. Afterwards the Commission returned to the agenda.

Mancuso noted that there are some bills that are not being paid on time (particularly reoccurring bills such as some utilities and consultants), due to the time in which the Commission is able to review and approve the payment of them. Mancuso suggested making payments on a cycle, with an audit. The Commission agreed to the suggestion.

On a motion made by Commission Novack and seconded by Commissioner Burton

Resolved, to authorize reoccurring bills to be paid in a timely manner. Bills included will be O&R, Optimum, Sprint, Lowe's, Walmart, Shoprite, medical and dental insurance premiums. Program instructors that are working on a consistent basis for park classes, subject to the Park Recreation

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Director's approval and submitted to the Board for approval. Commission also has discussed reviewing the resolution of reviewing the bills on a yearly basis.

Ayes: 8 Vaccaro, Morris, Calvano, Whitman, Novack, Burton, Sullivan, Shukr
Nays: 0

17. A copy of the monthly maintenance report. Mancuso reported the maintenance crew continues to work on daily maintenance tasks including checking for snow or ice conditions, plowing, shoveling and applying salt where needed. Some examples of repairs that have been completed are that the spots were repaired in the front bathroom, GFI outlets have been installed in the bathrooms, a sensor has been replaced on the furnace, motion detectors have been installed in the bathrooms and a thermostat has been added to the heating unit. In terms of long term planning, equipment for the dog park will be installed as well as a sign under the red lights indicating the corresponding fields and their condition for play. Work on the trail should start in late April, early May.

Morris asked for a status regarding the chessboard (previously discussed during August 2017's park meeting). Mancuso stated he hasn't heard from the Eagle Scout Chris Serringer. He also stated the square's colors are fading. With regard to the recyclable and trash bin proposal from Eagle Scout Michael Serringer, previous discussed during February 2017's Park meeting, he hasn't heard any updates.

The Commission asked for an update regarding the hockey rink, press box and motion detectors for other areas where needed in the park. Mancuso stated contacted Sport Tech Construction regarding the cracks in the surface. Sport Tech will review the area and provide a resolution. Mancuso hasn't heard from Tee Pee and he's still looking into adding the detectors.

Park Manager's/Maintenance Report

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

Old Business

Water Bill

The Commission suspended the agenda to discuss other matters in Old Business. Then they returned to the agenda.

Land Encroachment

Park Attorney Gaba provided a brief narrative on the background of the Land Encroachment issue before providing an update. He's waiting for the Town and Village to make a decision as to how they would like to proceed. He will send an email to the Village stating the Commission will support their stance.

Playground Update

The survey will be completed tomorrow. The existing playground equipment is satisfactory with ADA compliance, as per Chazen

Garbage Contract

Morris stated the Town did not include the Park in the current bid. Further discussion was had on the

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topic.

Press Box

No new updates at this time. Burton and Mancuso will follow up to make sure Tee Pee Construction received the clarification package.

New Business

2018 Committees Assignments

The Commissioners reviewed the committees. The following committees that have the same Commissioners as last year are; the Evening/Weekend Crew, Park & Grounds Maintenance, Community Events/Children's Programs, Five Year Plan/Long Range planning (all commissioners are participating), Concession Stand and the Legal Committee/Executive Committee. Whitman volunteered to participate on the League Scheduling/Liaison Committee but asked to be removed from the YAC committee. Sullivan asked to be included on the league schedule committee, as well as the Community Events/Children's program and the Concession Stand Committee. Burton volunteered to be added to the Playground Committee. Shukr asked for more time to review and make a decision at another time.

Resolution (authorize reoccurring bill payments)

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

Surplus Equipment Disposition Discussion

Topic was discussed during the Park Recreation Directors report.

Snack Bar Reopening

Mancuso commented that he hasn't heard from the concession stand owners. As per their current contract, the start date is March 15th. November's electric and heating bills haven't been paid. Calvano will follow up with the owner. Mancuso added that he will no longer accept payments prepaid lunches to be sold during YAC. That responsibility should be managed by the concession stand owner; they should make arrangements to collect the monies from campers prior to lunch who wish to buy it from the concession stand. Mancuso discussed the burden placed on the camp trying to manage the prepaid program; supplying change, conflicts with parents, complaints after the camp day etc.

Please note that the Commissioners suspended the agenda to discuss the topic of the 2018 park budget, the water bill and the field usage schedule. Afterwards, the Commission returned to the agenda.

A copy of the 2018 Park budget was distributed to the Commission. Further discussion was had on the topic.

Morris readdressed the water bill matter by providing a brief narrative regarding the background to the present time. (Please note Commissioner Shukr left the meeting during this time). \$32,085.60 is the amount the Park owes for the water bill calculated at the Village rate, as of January 31, 2018. After further review, the Commission resolved to pay water bill for the amount of \$32,085.60 as discussed.

On a motion made by Commissioner Calvano and Commissioner Whitman

Resolved, to approve to pay the water bill, for the amount of \$32,085.60

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Ayes: 7 Vaccaro, Morris, Calvano, Whitman, Novack, Burton, Sullivan

Nays: 0

The Commissioners readdressed the field schedule topic. Monday's remain reserved for the public to use the fields. The irrigation of the fields as well as resting them continues to be both important aspects of successful lawn maintenance. They went over the field requests and discussed the discrepancies. It was suggested a sign stating the park's operating hours for the public is needed. Mancuso will make the changes.

(Please note Park Attorney Gaba left the meeting at this time.) After further dialog, the Commission concluded that the field usage schedule will remain the same as last year but with some adjustments. Mancuso will go back to the PBA and pin them down to a few Mondays and Sundays on field 3. Flag Football will get the Sundays and Wednesday evening field 4 and 6. Little Leagues schedule will be the same as last year minus the Spring Wednesdays on field 4. The adult softball league made up of Men, Woman and Senior men leagues will not have Mondays on field 3 as requested. United Soccer will get the 5 Spring dates on field 4 as per request. Hockey's schedule will remain as requested. Fall, POP Warner will lose Friday evenings.

On a motion made by Commissioner Whitman and Commissioner Sullivan

Resolved, to approve to the 2018 Field Usage Schedule, as amended.

Ayes: 7 Vaccaro, Morris, Calvano, Whitman, Novack, Burton, Sullivan

Nays: 0

EXECUTIVE SESSION

Since there were no topics to discuss in executive session, the Commission continued with the agenda.

Authorization for Motion to Approve and Pay the Bills

On a motion made by Commissioner Whitman and seconded by Commissioner Sullivan;

Resolved, to approve and pay the bills

Ayes: 7 Vaccaro, Morris, Calvano, Whitman, Novack, Burton, Sullivan

Nays: 0

With no further business, on a motion from Whitman seconded by Calvano the meeting was adjourned at 10:33 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary