

Final Minutes

Monroe Joint Park Recreation Commission, March 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 March 2018.

PRESENT:	John Battaglia	Chairperson
	Anthony Vaccaro	Adm. Chairperson
	Ann Marie Morris	Commissioner
	Andrew Calvano	Commissioner
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner
	Mary Elizabeth Burton	Commissioner
	Chris Sullivan	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT: Commissioner Rehman Shukr

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

Approval of Minutes

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

Resolved, to approve the minutes of February 26, 2018, as written.

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

Nays: 0

Abstain: 1 Battaglia

Privilege of the Floor – Public Concerns

No one was present to speak from the public.

Request: Women Softball Monday Nights

Women's Softball division (of the MW Softball Association) rep Peggy Mullahy spoke to the Commission. She asked for the league to have their security deposit returned. She was advised by Mancuso to make the request at the Park Meeting for the Commissioners to review. Morris suggested that all three leagues in the association should have their deposits returned and submitted under the new association, since they are now conjoined. Under the association, one check would be submitted. It was also requested that a letter should accompany their check. Their letter should state the association's Board resolution regarding the merger, the leagues that reside within it and who should the refund check to the park be made payable to. Gaba suggested the Commission should wait to receive the associations

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check and the funds clear before the individual league's refund checks (for field and lights) are issued.

Robert Collins, MW Softball Association rep, also spoke to the Commission. He asked why one of the nights (on Mondays) requested was not granted. Mullahy added the women's league's playing season is short; it ends in July. Morris noted that Mondays is the designated day for public use. However, the League Scheduling Liaison can work with them and provide their findings to Commission; in a month from now the matter can be readdressed.

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of February 26, 2018 (draft) minutes.
2. A copy of the AED Policy and Procedure (draft). *Mancuso asked the Commissioners to review the proposed policy and provide input. Morris added that training going forward should have both the CPR/AED components. This would apply for existing personnel and new hires. In addition, a medical doctor would have to provide authorization for the Park to have the device onsite. Mancuso will follow up.*
3. A copy of a quote from PCI, an energy exchange reverse auction consultant. *Mancuso referred to the quotes supplied by the consultant. According to the quotes, Mancuso noted the Park's electric and gas bills, under the current energy supply, would be significantly lower if they switched suppliers. At this time, he wasn't sure if the park is under contract. Calvano asked if there are any hidden fees for the consultant's service. Mancuso said no; the consultant makes money from the energy providers he consults for. Further discussion was had on the topic. The Commission decided to have the Executive Committee review the bids so that a decision to enter in a contract can be done, before the next Park meeting. If acceptable then they will proceed to secure a contract with the lowest bidding energy provider for gas (for a 24 month term) and electric (for a 18 month term, as recommended by consultant PCI.*

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

Resolved, to authorize the Executive Committee to review and enter into a contract for the lowest bidding energy service/provider for gas (for a term of 24 months) and electric (for a term of 18 months, as recommended by consultant PCI.

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

4. A copy of a flyer for the Afterschool Basketball and Volleyball classes. *Mancuso noted Program Aid Craig will conduct the classes.*
5. A copy of the Monroe Summer Basketball camp flyer. *Mancuso asked the Commissioners to review the fees; the fees haven't changed since the last time the camp was held. In addition, program aid will also conduct the camp. After discussion, the Commission decided to keep the fees*

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the same.

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

Resolve, to approve the registration fees (\$40 for Monroe Residents and \$55 for Non-Residents) for the Summer Basketball Camp, which will be held starting Tuesday, July 3rd to Thursday, August 9th.

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

6. A copy of correspondence from Mancuso regarding a proposal to build storage bins onsite. *Materials for the trail are currently being purchased and delivered to the park. The plan is to have the materials unloaded and stored in an organized manner with storage bins (which are large cement stackable blocks); the bins would also provide protection from the elements and erosion. He provided a picture of what the storage bins would look like, the size of them and where they will be built. The Commission agreed the bins are needed.*

7. A copy of a help wanted ad for a seasonal maintenance helper. *A college student would be the best candidate for the position. The position starts in May.*

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

Resolve, to approve the help wanted ad for a seasonal maintenance helper that will be advertised in the Times Herald Record.

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

8. A copy of a request to MOVAC asking for an escort during the Park's Egg Scramble event.

9. A copy of YAC trip bus lease agreement for 2018. *Mancuso added a brief narrative regarding the history of MW buses and their drivers; he noted that the MW bus drivers have more of a familiarity with the campers (as they attend MW schools) and local places. Utilizing an outside bus company and their drivers doesn't have the same sense familiarity and knowledge for the needs of YAC.*

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

Resolve, to authorize Chairperson Battaglia, to sign the 2018 MW lease agreement for the buses to use during YAC.

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

10. A copy of field usage request from MW High School/School District? *The request is to use the fields for Spring Sports Practice for baseball and lacrosse starting April 2 to April 6. The teams lost use of*

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the school fields due to construction. Times needed would be before the public uses the fields. Gaba, upon reviewing the insurance information from the district, asked if the Village and Town are noted separately on the policy.

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

Resolve, to authorize MW High School to use the park fields during the week of April 2 to April 6.

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

11. A copy of the Village of Monroe Board of Trustees meeting minutes regarding the Park's water agreement. Morris stated last month's Commission's resolution, regarding the water bill, will need to be rescinded. The Commission will declare a resolution to provide to the Village.

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

Resolve, to rescind the motion made on February 26, 2018 to pay the water bill for the amount of \$32,085.60, due to the lack of documentation that was different than the Village Board's resolution (made on February 20, 2018). The Village Board's resolution was for the amount of \$28,562.10.

On a motion by Commissioner Morris seconded by Commissioner Vaccaro

WHEREAS, on March 3, 2017 the Monroe Joint Park Commission received an e-mail from the Monroe Village clerk referencing an outstanding water bill in the amount of \$40,073.10 and an past agreement with the Village Board to suspend billing of the account #392 for a period of one year between June 1, 2011 and May 31, 2012 and

WHEREAS, this water account is exclusively used for the irrigation of fields 1, 2, 3 and 6 and

WHEREAS, during this period, the water department was to determine actual usage so as to set a usage cap in determining a fee for account #392 and

WHEREAS, upon receiving bills, it was the Park's understanding that this was just a means to monitor the usage nor did it needed to be paid and

WHEREAS, this remained the procedure with no follow-up from the Village when bills did not get paid, until the aforementioned e-mail on March 3, 2017 from the Village Clerk and

WHEREAS, the current Park Board started to research the situation and

WHEREAS, upon further investigation it appeared to the Park Board that the account #392 was misclassified as a Town account and

WHEREAS, after several meetings with the Village Board in an attempt to rectify the situation the Village Board did resolve at their February 20, 2018 Board meeting to reclassify the account #392 to a Village Residential Account to be billed at \$4.35/1000gallons

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retroactively for a new total amount of \$28,562.10

THEREFORE BE IT RESOLVED the Monroe Joint Park Commission does approve the payment of the water bill in the amount of \$28,562.10

Ayes: 8 Morris, Vaccaro, Battaglia, Novack, Calvano, Whitman, Sullivan, Burton
Nay: 0
Abstention: 0

12. A copy of the Park's Event Calendar for April. *Mancuso added that the Arbor Day event will proceed. A two foot mesh (permanent) was purchased as a shield to protect the seedlings from wildlife.*

13. A copy of the Park's Escrow Accounts.

14. A copy of the use of the park's pavilion facilities. *To date, one picnic has been scheduled.*

15. The following event request requires approval:

a. A Spring Challenge request to be held on Saturday, May 26 from 9 am to 11 am. Amount requested is \$2,500. Mancuso added that the event will be held similar to the Turkey Trot but will add stations for participants to perform cross fit tasks. Registration is \$25. Looking to focus on participants, ages 16 and up. Morris suggested consulting local fitness companies for input.

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

Resolved, to approve the Spring Challenge Event Request, to be held on Saturday, May 26 @ 9 am, for an amount of \$3,100.

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

16. A copy of correspondence regarding the hockey rink. *Mancuso added that Sports Tech Construction will review the area and provide input to repair the area, once the weather improves. In the meantime, the hockey league hasn't provided a roster or a signed agreement. It was decided that security should be notified of the rink being closed due to repairs.*

17. The following event request requires approval:

a. A Dog Show event request to be held on Saturday, June 10 from 2 pm to 4 pm. Amount requested is \$828.00. Mancuso added that the Action Monroe group will be hosting the event. Gaba advised that since the group doesn't have insurance, it's recommended that the Park hosts the event. Further discussion was had on the topic.

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

Resolved, to approve the Dog Show Event Request, to be held on Saturday, June 10 @ 2 pm.

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

18. A copy of the final report of the Egg Scamble event. *Mancuso commented 50-60 kids attended.*

The event was well received.

19. A copy of a letter from the Village regarding the Jacobsen Mower. John Linderman (from the Highway department) asked if the mower can be donated to the Village. Mancuso suggested the mower should still go out to bid; if it doesn't sell then it can be donated. Further discussion was had on the topic.

20. The following event request requires approval:

a. Monroe's Got Talent Show event request to be held on Sunday, June 22 from 2 pm to 4 pm. Amount requested is \$0. *Mancuso added that the Action Monroe group will be hosting the event. Event will be advertised in the local paper and posters.*

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

Resolved, to approve the Monroe's Got Talent Event Request, to be held on Sunday, June 22 @ 2 pm.

Ayes: 7 Battaglia, Vaccaro, Calvano, Whitman, Novack, Burton, Sullivan
Nays: 0
Abstain: 1 Morris

21. A copy of a letter to the leagues regarding the finalized field usage schedule. *The letter outlined the park's policy regarding pertinent information needed and monies due before the fields can be used. A contact person is needed to determine field conditions and if they are playable.*

22. A copy of the Park Id's issued for the month of March.

23. A copy of the monthly maintenance report. *Mancuso noted different aspects of the report including that maintenance continues to check for snow and ice conditions. They also continue to check the area for litter. Maintenance repaired a frozen meter and pipes in the snack bar. A battery was replaced on the maintenance truck. In terms of projects, they cleaned up the surplus equipment that are going out for bid. Field material was investigated. With regard to future plans, the Wallyball court is still being worked on. He's looking into reestablishing lights on the hill and researching information for a timer or motion detector in the racquetball court. Mancuso advised the Board that in April, employees McGrady and Kozlowski are coming up to their 1 year anniversary and would be coming off probation. Mancuso also reminded the Board of their titles and suggested their job descriptions be reviewed. Mancuso will get copies of the civil service title for discussion.*

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Park Manager's/Maintenance Report

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

Old Business

Please note the agenda was suspended to readdress the topic of field requests and the maintenance report. Afterwards, the Commission returned to the agenda. Morris suggested that other school districts could use the park but they had to supply the pertinent information. Further discussion was had on the topic.

Mancuso noted that the water meter was moved so that it's further away from the outside door. The outside doors of the restroom has been replaced and painted.

Land Encroachment

Park Attorney Gaba stated he's waiting for a response from the Town of Monroe.

Playground Update

The survey has been completed.

Garbage Contract

No new updates at this time.

Press Box

No new updates at this time. Burton and Mancuso, as well as Sullivan, will continue to follow up Tee Pee Construction; Mancuso will follow up and verify that they had received the drawings.

Water Bill

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

New Business

2018 Committees Assignments

No new updates at this time.

Request for Men's Softball League Deposit

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

Maintenace Storage Bins/Vehicle

Topic was discussed during the Park Recreation Directors report.

Hockey rink.

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

EXECUTIVE SESSION

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

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Authorization for Motion to Approve and Pay the Bills

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

Resolved, to approve and pay the bills

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

With no further business, on a motion from Sullivan seconded by Calvano the meeting was adjourned at 10:04 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary