

Final Minutes

Monroe Joint Park Recreation Commission, August 27, 2018

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 27th day of August 2018.

| | | |
|-----------------|-----------------------------------|--|
| PRESENT: | Anthony Vaccaro | Adm. Chairperson |
| | Ann Marie Morris | Commissioner |
| | Andrew Calvano | Commissioner |
| | Emily Whitman | Commissioner |
| | Jonathan Novack | Commissioner |
| | Mary Elizabeth Burton | Commissioner |
| | Chris Sullivan | Commissioner |
| | Martin O'Connor | Commissioner |
| | Joe Mancuso | Park Recreation Director |
| | Priscilla C. Chang- Staley | Park Secretary (arrived at 7:52 pm) |
| | Stephen Gaba | Park Attorney |

ABSENT: Chairperson John Battaglia, Commissioner Rehman Shukr (Editor's Note: After the meeting, it was confirmed by the Town Clerk, that Rehman Shukr never signed or took an Oath of Office making his appointment null and void.)

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 Calvano and seconded by Adm. Chairperson Vaccaro

Resolved, to approve the minutes of July 23, 2018, as written.

Discussion followed; Mancuso suggested specifics regarding the garbage contract that needed to be included. After discussion, the Commissioners decided to amend the motion.

Resolved with the following amendment, (Page3) a two year contract with Marangi Disposal, PO Box 398.366 Highland Ave. Ext, Middletown, New York 10940. At the amount of \$160/month during the off season December 1 to March 31 and \$479.33 during the peak season April 1 to November 30, effective July 1, 2018.

| | |
|-------------------|---|
| Ayes: 6 | Vaccaro, Calvano, Whitman, Novack, Sullivan, O'Connor |
| Nays: 0 | |
| Abstain: 2 | Morris, Burton |

Privilege of the Floor – Public Concerns

With no one from the public present, the Commission continued with the agenda. Please note Secretary Staley arrived at this time.

Final Minutes
August 27, 2018

Park Recreation Director Report

1. A copy of July 23, 2018 (draft) Minutes.
2. A copy of use of the park's pavilion facilities.
3. A copy of the Park's Activity Calendar for September. *YAC ends August 10th. Registration for the After School Program will be on September 12th.*
4. The following event request requires approval:
 - a. Pumpkin painting/Hay Ride request to be held on Sunday, October 28 from 12:30 pm to 2:30 pm. Amount requested is \$1,239.00. A copy of the pumpkin painting ad was also distributed to the Commission.
5. A copy of the trail bid package (draft). *RFPs for the trail bid package will be advertised shortly. Authorization is needed. The date for the bid packages to be returned is September 21st so that the submissions can be reviewed by the next meeting. Mancuso added that he plans on advertising in the paper and construction journals. Vaccaro asked to have the bid package also include a request for references, materials with pricing and estimated time frames. Further discussion was had on the topic. There is a bid bond and a performance bond as well. The Commission agreed to authorize Mancuso to send the trail bid package out to bid.*

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

Resolved, to authorize trail bid RFP to go out to bid.

Ayes: 8 Vaccaro, Morris, Calvano, Burton, Whitman, Novack, Sullivan, O'Connor
Nays:

6. A copy of a contract from Teepee Construction. *The press box is on its way.*
7. A copy of a proposal acceptance from Teepee Construction.
8. A copy of Park Id's issued for the month of August. *There were three new ids issued with seven renewals to date. Year to date totals stands at 55 new ids issued with 109 renewals.*
9. A copy of the 2019 Budget Worksheet. *The preliminary park budget is due soon, in October.*
10. A copy of the fund balance report. *Mancuso added the reserve balance still has to be updated with the current amount. The 2017 park budget was never closed out.*
11. A copy of a list of reserve accounts.
12. A copy of correspondence regarding a drainage problem on Franklin Ave. *Park attorney advised following up with the Village to find if there are any violations and what the next step should be.*
13. A copy of information regarding an AED outside box. *Mancuso suggested an AED stored in an*

Final Minutes
August 27, 2018

alarmed box on the outside in the office so that people can have easy access, if needed. Commission Morris asked that he further research.

14. A copy of YAC revenue collected. *Total revenue collected was \$117,025. Parents who registered their children late, continues to cause problems with planning for YAC. The number of trips taken was down this year; some of the trips were canceled due to weather. Refunds for trip cancelations were issued but with some problems. Further discussion was had on the topic.*

15. A copy of Motor Equipment Operator job specifications.

16. A copy of Maintenance Leader job specifications.

17. A copy of a cooking class instructor application. *A person inquired about teaching cooking classes. Their application is being considered for further review.*

18. A copy of the monthly maintenance report. *Some examples of daily tasks continues to be checking the area for litter, clean and prep pavilions before and after picnics, field maintenance which includes mowing, weeding, watering the landscape etc. Some examples of repairs and projects are the removal of dead trees on Franklin Ave, replacing a vandalized pole at the Dog Park, cleaning the bathroom mid-day, removing bee's nests, collecting lost and found items, etc. Clay is still being placed on the fields and the old press box has been relocated. Some examples of future plans are reestablishing lights on the hill as well as crack, seal and recoat the parking lot.*

In other matters, Mancuso asked for feedback regarding grandparents (who are Monroe residents) who register their grandchild or grandchildren (who are not Monroe residents) for park classes. In recent times, many grandparents have become caretakers; should the children be able to participate in the classes if they don't live in Monroe. The Board suggested maintaining the resident only policy. Further discussion was had on the topic.

The existing press box has been moved to another location in the park. Further discussion was had on the topic.

Park Manager's/Maintenance Report

An update was distributed during the Park Recreation Director's report.

Old Business

Land Encroachment

Gaba readdressed the question asked by the Village to the Commission; would they like to be part of their lawsuit. Further discussion was had on the topic. The Commission decided not to participate.

Playground Update

No new updates at this time. Novack stated he's waiting to find out what the current fund balance is. Vaccaro asked for the plans to be reviewed and verify pricing. More accurate numbers are needed, as well as clarification of expenses and timeline phases.

Final Minutes
August 27, 2018

Press Box

An update was provided during the Park Recreation Director's report. Vaccaro will follow up with Chris Dilorenzo regarding the new press box.

2018 Committee Reports

No new updates at this time.

Park Maintenance Manual

No new updates at this time.

Challenge (Update)

The event went well. The stations were challenging for the participants but they appeared to have a good time.

Request: Trustee Houle (Skate Park Upgrade)

Matter was previously discussed under approval of the minutes.

Cameras

No new updates at this time.

New Business

Rebid Trail Project

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

2019 Preliminary Budget

The Commission reviewed and discussed various line items in the report. Further discussion was had on the topic.

Discussion: Restructure Maintenance Dept.

Mancuso proposed changing the job title of a laborer to MEO (Motor Equipment Operator). He also proposed adding the title of Park Maintenance Leader. The Commission decided to further discuss the matter in executive session.

EXECUTIVE SESSION

On a motion made by Commissioner Morris and seconded by Commission Whitman

to enter into Executive Session to discuss a personnel matter at 9:55 pm

Ayes: 8 Vaccaro, Morris, Calvano, Burton, Novack, Whitman, Sullivan, O'Connor
Nays: 0

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

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

Final Minutes
August 27, 2018

Ayes: 8 Vaccaro, Morris, Calvano, Burton, Novack, Whitman, Sullivan, O'Connor
Nays: 0

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

to approve the title change for employee Ken McGrady from Laborer to MEO with a probationary period of 12 months and upon approval of Orange Civil Service.

Ayes: 8 Vaccaro, Morris, Calvano, Burton, Novack, Whitman, Sullivan, O'Connor
Nays: 0

Calvano asked for the status Commissioner Shukr who has missed a few park meetings. After discussion, the Commission will recommend to the Town to rescind his seat.

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: 8 Vaccaro, Morris, Calvano, Burton, Novack, Whitman, Sullivan, O'Connor
Nays: 0

With no further business, on a motion from Morris seconded by Calvano the meeting was adjourned at 10:12 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary