

## 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.**

|                 |                                   |  |
|-----------------|-----------------------------------|--|
| <b>PRESENT:</b> | <b>John Battaglia</b>             | <b>Chairperson</b>                       |
|                 | <b>Ann Marie Morris</b>           | <b>Commissioner</b>                      |
|                 | <b>Andrew Calvano</b>             | <b>Commissioner (arrived at 7:38 pm)</b> |
|                 | <b>Laura Bollenbach</b>           | <b>Commissioner</b>                      |
|                 | <b>Mary Elizabeth Burton</b>      | <b>Commissioner</b>                      |
|                 | <b>Joe Mancuso</b>                | <b>Park Recreation Director</b>          |
|                 | <b>Priscilla C. Chang- Staley</b> | <b>Park Secretary</b>                    |
|                 | <b>Stephen Gaba</b>               | <b>Park Attorney</b>                     |

**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.***

|                          |                                    |
|--------------------------|------------------------------------|
| <b><i>Ayes:</i></b> 4    | Battaglia, Morris, Calvano, Burton |
| <b><i>Nays:</i></b> 0    |                                    |
| <b><i>Abstain:</i></b> 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 25<sup>th</sup>. 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 29<sup>th</sup>.

**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.

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Priscilla Chang-Staley  
Park Secretary

## Final Minutes

### Monroe Joint Park Recreation Commission, October 22, 2018

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 22<sup>nd</sup> day of October 2018.

|                 |                                   |  |
|-----------------|-----------------------------------|--|
| <b>PRESENT:</b> | <b>John Battaglia</b>             | <b>Chairperson</b>                             |
|                 | <b>Anthony Vaccaro</b>            | <b>Adm. Chairperson (departed at 10:05 pm)</b> |
|                 | <b>Ann Marie Morris</b>           | <b>Commissioner</b>                            |
|                 | <b>Andrew Calvano</b>             | <b>Commissioner</b>                            |
|                 | <b>Jonathan Novack</b>            | <b>Commissioner</b>                            |
|                 | <b>Mary Elizabeth Burton</b>      | <b>Commissioner</b>                            |
|                 | <b>Chris Sullivan</b>             | <b>Commissioner</b>                            |
|                 | <b>Martin O'Connor</b>            | <b>Commissioner</b>                            |
|                 | <b>Joe Mancuso</b>                | <b>Park Recreation Director</b>                |
|                 | <b>Priscilla C. Chang- Staley</b> | <b>Park Secretary</b>                          |
|                 | <b>Stephen Gaba</b>               | <b>Park Attorney (departed at 9:02 pm)</b>     |

**ABSENT: Commissioner Emily Whitman**

Chairperson Battaglia called the meeting at 7:35 P.M, with the Pledge of Allegiance. He welcomed Monroe Village Mayor Neil Dwyer who was present to observe.

#### Approval of Minutes

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

*Resolved, to approve the minutes of September 24, 2018, as written.*

|                   |   |
|-------------------|---|
| <i>Ayes:</i> 7    | Battaglia, Vaccaro, Calvano, Novack, Burton, Sullivan, O'Connor |
| <i>Nays:</i> 0    |   |
| <i>Abstain:</i> 1 | Morris  |

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

*Resolved, to approve the Park Budget Meeting minutes of September 19, 2018, as written.*

|                   |   |
|-------------------|---|
| <i>Ayes:</i> 7    | Battaglia, Vaccaro, Calvano, Novack, Burton, Morris, O'Connor |
| <i>Nays:</i> 0    |   |
| <i>Abstain:</i> 1 | Sullivan  |

#### Privilege of the Floor – Public Concerns

With no one from the public present, the Commission continued with the agenda.

**Final Minutes**  
**October 22, 2018**

**Attorney's Report – Land Encroachment (Update)**

No new updates at this time.

**Park Recreation Director Report**

1. A copy of the Park Recreation Director's report.
2. A copy of the agenda for October's Park meeting.
3. A copy of the September 24, 2018 (draft) Minutes.
4. A copy of the Parks Activity Calendar for November. *Classes end on November 16<sup>th</sup>.*
5. A copy of correspondence to the Monroe Fire Department, requesting an escort and Santa to attend the Parks annual tree lighting ceremony.
6. A copy of correspondence to MOVAC requesting coverage for the Turkey Trot. *Race route is now back to the original route.*
7. A copy of correspondence from the Village of Monroe, granting race route approval for the Turkey Trot.
8. A copy of correspondence to the Village of Monroe, regarding the Park's proposed 2019 budget.
9. A copy of the Concession Stand Agreement. *Mancuso added that this is the year for the extension of the contract, if the concession owners choose to exercise this option. The option automatically renews in January 2019, if they don't answer it. The 7<sup>th</sup> lease instalment due October 1 and September's utilities hasn't been paid to date. The owners should be aware of what's expected of them. Morris asked Calvano to give a friendly reminder of their installment payment obligations (which are the 7<sup>th</sup> and 8<sup>th</sup> payments).*
10. A copy of Park Ids issued for the month of October. *There were 73 new ids and 119 renewals for the year, to date.*
11. A copy of an aerial platform operator certificate. *Mancuso added that he and other maintenance staff participated in the training. A three year certification is required to operate the aerial platform machinery. All staff has been certified.*
12. A copy of the maintenance report. *Mancuso noted that the normal maintenance duties are completed throughout the day. The pavilions are cleaned after picnics; fall lawn maintenance has been ongoing as well as repairs. He's been compiling a list of projects for maintenance to work on.*

**Final Minutes**  
**October 22, 2018**

13. A copy of a fall maintenance project list. *A list of various projects has been compiled. Some of the tasks will more than likely not be completed due to weather and/or other priorities. The tasks on the project list are worked on after regular daily tasks are completed. He highlighted one particular task which is to reconfigure the parking lot, on the turn from the meeting office to the hockey rink. Further discussion was had on the topic.*

14. A copy of a truck inventory/replacement schedule. *The trucks noted on the list are recommendations to the Commission to review. Each truck on the list has its current status including mileage.*

15. A copy of a uniform allowance analysis. *Mancuso proposes ending the agreement with Cintas and providing a uniform allowance to each of the maintenance staff. He's previously spoken with several staff about this matter, for their opinion. The analysis compares the clothing costs of the Town and Village contracts. In both areas, if the Park were to have the same clothing allowance agreement as the Town and Village, they would save money. There are certain items the Park pays for but currently the majority of the costs are with Cintas.*

On a motion made by Chairperson Battaglia and seconded by Commissioner Calvano

***Resolved, to end the contract with Cintas in January 2019.***

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

In other matters, Mancuso stated a Nominating Committee is needed and the Commission terms for Calvano and Morris expire in December. Calvano volunteered to be on the Nominating Committee and poll the Commissioners for the Chairperson and Adm. Chairperson positions for next year.

Please note the Commission suspended the agenda to readdress the clothing allowance topic. Afterwards the Commission followed the agenda. Vaccaro suggested providing an assortment of items for the staff to choose from, with guidelines. Village Mayor Dwyer commented that their employees are issued an allowance with an approved vendor. Further discussion was had on the topic. Morris offered two alternative options to Cintas. Vaccaro offered to work with Mancuso to set a budget and create an approved list. He also proposed ending the Cintas as soon as possible, to save costs for this year's budget.

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

***Resolved, to amend the previous motion to state the contract with Cintas will be discontinued as soon as possible, on the first business day, to work out any uniform plans that will replace the existing one.***

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

**Park Manager's Report**

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

**Final Minutes**  
**October 22, 2018**

**Old Business**

Playground Update

Novack updated the Commission regarding the playground project; Chazen suggested completing the project in two phases. The first phase is estimated to cost between \$250,000 to \$300,000. This quote is on the higher end; the actual costs would be determined after the playground committee finalizes the project specifications to produce a bid package as well as the bids have been returned and awarded. The work should take about a month to complete, could start in the spring and some of the work could be done in house. The Commission asked for a time limit for the estimate/quote once it has been established; Gaba agreed that a time frame is needed and also advised adding a penalty clause. Further discussion was had on the topic. It was decided that the Commission should review Chazen's proposal soon and have a detailed bid package (of the first phase) with accurate numbers to vote by November's meeting. The bid package should include what work can be done in house and pricing as per the state requirements. Following the vote, the bid package should be ready to go out to bid by January with a return date in February. Morris asked for a rendering of what the area will look like after the first phase of the project is completed. Gaba noted that the bid can have a clause where the Commission can reserve the right to refuse details. Please note Gaba left the meeting at the conclusion of this discussion.

Press Box Update

Burton advised the Commission that the electrician made more mistakes with the work. The work done is still not in compliance. The electrician was hired/completed by Pop Warner. Battaglia stated he will contact Chris DiLorenzo to follow up.

2018 Committee Reports

No new updates at this time.

Park Maintenance Manual

No new updates at this time.

Challenge (Final Report)

No new updates at this time.

Cameras

Village Mayor Dwyer recommended New Windsor It to assist with the Parks questions on security cameras. He added that Village Police can monitor the cameras for the park; the park would have its own server to retrieve footage when needed. Further discussion was had on the topic.

2019 Budget (Update)

The town budget meeting is coming up in November; the Town will review the parks 2019 proposed budget.

**New Business**

Revised 5 year plan

Burton was interested in alternate sources of energy; she suggested that there are multiple areas in the park for solar panels to be installed. Battaglia liked the idea and asked for more information on solar panels. She was also interested in reevaluating and reprioritizing the five year plan; the current projects on the plan may not happen due to the playground project moving forward. There might not be enough

**Final Minutes**  
**October 22, 2018**

money. Further discussion was had on the topic.

Trail Bid Award

Mancuso met with the contractor with the lowest bidder. The contractor can start work right away and be completed in two to three days.

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

**WHEREAS, The Monroe Joint Park and Recreation Commission has determined that it is necessary to contract for the asphalt top coat on the newly constructed walking trails and,**

**WHEREAS, The Monroe Joint Park and Recreation Commission issued a “Request for Proposals”, advertised on or about August 29, 2018 with a return date of September 21, 2018 and to be publicly opened on September 21, 2018 at the meeting hall in Smith’s Clove Park, 133 Spring Street Monroe NY and**

**WHEREAS, Three (3) bids were received within the appropriate time frame and opened publically at 3pm on September 21, 2018 and**

**WHEREAS, A sub-committee was formed to individually and collectively review each bid to determine the one that, in its judgment, is in the best interest of the Park and**

**WHEREAS, the sub-committee reviewed the bid documents for the lowest bid amount, and interviewed the lowest bidder on October 15, 2018 at 9:30am and**

**WHEREAS, the sub-committee did review the lowest bidder’s bid documents for compliance with the “Request for Proposals” and reviewed their referenced,**

**THEREFORE BE IT RESOLVED that on recommendation of the Sub-committee, that the bid be awarded to Ron DeGroodt Paving Inc. of PO Box 52 Walden NY 12586 in the amount of, \$68,635 and,**

**RESOLVED, further that the Chairman of the Monroe Joint Park and Recreation Commission be and is hereby authorized to execute a contract with Ron DeGroodt Paving Inc. of PO Box 52 Walden NY 12586, subject to satisfactory review by Attorney Gaba of all insurance document, bonds and pre-construction filings, and**

**FURTHER RESOLVED, that the Town’s Bookkeeper is authorized to transfer the funds needed to complete the project from Fund Balance to the Capital Improvement Expenditure Line #J000-7110-2900-00 of the 2018 Budget.**

*Ayes:* 8            Battaglia, Vaccaro, Morris, Calvano, Novack, Burton, Sullivan, O’Connor  
*Nays:* 0

Please note the Commission suspended the agenda to discuss the water bill and the land encroachment issues. Afterwards, the Commission returned to the agenda. Vaccaro asked Mayor Dwyer about the

**Final Minutes**  
**October 22, 2018**

water billing rate. Mayor Dwyer stated water usage should be paid but at a municipal rate or a lesser rate. Morris noted the Park paid the amount past due back in March after finding mistakes with the billing. Further discussion was had on the topic. Please note Vaccaro left the meeting at the conclusion of this discussion.

Mayor Dwyer stated the Village and Town are currently suing the property owner Greenfeld. Case is in the discovery phase. Park attorney Gaba will be notified with updates of the lawsuit going forward.

Lastly, Mancuso asked the Commission for a volunteer to assist with the maintenance staff evaluations.

**EXECUTIVE SESSION**

Having no topics to discuss in Executive Session, the Commission returned to the agenda.

**Authorization for Motion to Approve and Pay the Bills**

On a motion made by Commissioner Morris and seconded by Commissioner O’Conner

***Resolved, to approve and pay the bills***

*Ayes:* 7            Battaglia, Morris, Calvano, Novack, Burton, Sullivan, O’Connor  
*Nays:* 0

With no further business, on a motion from Calvano seconded by Novack the meeting was adjourned at 10:21 pm. Carried unanimously.

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Priscilla Chang-Staley  
Park Secretary