

FINAL MINUTES

Monroe Joint Park Recreation Commission, December 16, 2019

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 16th day of December 2019.

PRESENT:	John Battaglia	Chairperson
	Anthony Vaccaro	Adm. Chairperson (arrived at 8:15pm)
	Jonathan Novack	Commissioner
	Andrew Calvano	Commissioner
	Mary Elizabeth Burton	Commissioner
	Chris Sullivan	Commissioner
	Kayel Conklin	Commissioner
	Tony Schaffer	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary (arrived at 7:40pm)

ABSENT: Park Attorney Stephen Gaba

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 Calvano and seconded by Commissioner Burton

Resolved, to approve the minutes of November 18, 2019, as written.

Ayes: 7 Battaglia, Calvano, Burton, Novack, Sullivan, Conklin, Schaffer
Nays: 0

Privilege of the Floor – Public Concerns

Not sure if there was public input. I came in later.

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of the Activities Director's report.
2. A copy of the December's Meeting Agenda 2019.
3. A copy of the November 2019 Park meeting minutes (draft).
4. A copy of the final report for the Holiday Lighting event.
5. A copy of the final report for the Turkey Trot.

FINAL MINUTES
December 16, 2019

6. A copy of an analysis of YAC fees.
7. A copy of the Turkey Trot Photo News article.
8. A copy of the revised 2020 Park Budget. *As of January 1, 2020, budget needs to be approved.*
9. A copy of the association of Town Meeting invitation.
10. A copy of the total available revenue, as of November 16, 2019. *The remaining balance is \$191,563. Two payrolls are pending for the remainder of the year along with outstanding 2019 bills. After that the funds will be transferred into reserves.*
11. A copy of the Playground Bid results. *Nine companies picked up a bid package but only two were returned. One bid, from Con-tec Construction, was \$526,335. The second bid, from Atech Concrete Co, was \$623,500. These were base bids without alternates*
12. A copy of the 2020 Letter to the Leagues/Leagues. *Mancuso asked for feedback from the Commission regarding the letters.*
13. A copy of SCP rules and practices.
14. A copy of events proposed for 2020. *Mancuso noted that he's working on the start date for YAC for this year. It could start right after school ends or after July 4; starting after July 4th would have camp end a week later in August. He asked for input from the Commissioners.*
15. A copy of 2020 Fee Schedule (draft). *Most of the fees remained the same; Mancuso asked for input from the Commissioners.*
16. A copy of the 2020 YAC ad and employee application. *Advertisement for YAC jobs is starting early in order for the applications to be returned earlier.*
17. A copy of the 2020 Proposed Meeting Dates. *Mancuso asked for input regarding the dates in November and December.*
18. A copy of the 2020 Proposed Holiday Schedule. *The proposed holiday schedule coincides with the Town.*
19. A copy of the 2020 Winter Snow Policy. *The policy includes a list of prioritized tasks for maintenance to address first.*
20. A copy of the Park Maintenance Report. *Daily maintenance includes policing the area for litter and for unsafe conditions, open and clean the bathrooms, empty the garbage cans and cleanup the dog park. Repairs includes field four which was aerated and seeded. The winter decorations were purchased and assembled. The tree lights had faulty bulbs that were replaced. The plow edges were installed on the Kubota and the snow blower received a tune up. The guard shed had the shed replaced; in the spring he would like to look into installing a pitch roof.*

FINAL MINUTES
December 16, 2019

Park Manager's/Maintenance Report

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

Old Business

Please note the agenda was suspended to discuss the topics in New Business; afterwards the Commission returned to the agenda.

Playground (Update...Bid Opening Results)

The Commission reviewed the bids and discussed them. They decided to wait to hear from the consultant for their feedback.

2019 Committees Report

No new updates at this time.

Cameras

No new updates at this time.

New Business

Final Budget Line

The Commission readdressed the topic of the 2020 budget. After further discussion, the Commission approved with the proposed changes.

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

Resolved, to approve the 2020 Park Budget with the proposed changes and to authorize Joe Mancuso to zero out all the lines to balance.

Ayes: 7 Battaglia, Calvano, Burton, Novack, Sullivan, Conklin, Schaffer
Nays: 0

Review 2020 SCP Rules and Practices

Topic was postponed for a later date.

Review 2020 League Agreement

Battaglia asked the Commission to review the 2020 League Agreement; the field usage schedule should be examined to include field maintenance time and public usage. Further discussion was had on the topic.

Review 2020 Meeting Dates

The Commission readdressed the Park Meeting dates; it was decided that Monday, November 16th and Monday, December 14th will be the meeting dates for both of those months.

FINAL MINUTES
December 16, 2019

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

Resolved, to approve the 2020 Park Meeting Calendar with November 16th and December 14th as the dates during both of those months.

Ayes: 7 Battaglia, Calvano, Burton, Novack, Sullivan, Conklin, Schaffer
Nays: 0

Review 2020 Holiday Schedule

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

Review Winter/Snow Closure Policy

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

Review 2020 Fee Schedule

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

Please note that the agenda was suspended to address correspondence from Park Attorney Gaba's firm; they are requesting to continue attorney services for the Park for 2020 with the same fees, no increase. Further discussion was had on the topic.

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

Resolved, to approve Attorney Stephen Gaba to continue as the legal rep for Smith Clove Park, at a rate of \$175 per hour for 2020.

Ayes: 8 Battaglia, Vaccaro, Calvano, Burton, Novack, Sullivan, Conklin, Schaffer
Nays: 0

Elections

Commissioner Calvano announced the slate of officers for 2020.

- John Battaglia, Chairperson (running unopposed)
- Anthony Vaccaro, Adm. Chairperson (running unopposed)

Mancuso asked if there are any nominations from the floor. Hearing none, Secretary Staley cast a single vote in favor of the announced slate. Both candidates accepted the positions.

EXECUTIVE SESSION

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

to enter into Executive Session to discuss personnel at 8:26 pm

Ayes: 8 Battaglia, Vaccaro, Calvano, Burton, Novack, Sullivan, Conklin, Schaffer
Nays: 0

FINAL MINUTES
December 16, 2019

On a motion made by Novack and seconded by Vaccaro

to exit from Executive Session and return to open session at 9:02 pm

Ayes: 8 Battaglia, Vaccaro, Calvano, Burton, Novack, Sullivan, Conklin, Schaffer
Nays: 0

Authorization for Motion to Approve and Pay the Bills

On a motion made by Calvano and seconded by Conklin

Resolved, to approve and pay the bills

Ayes: 8 Battaglia, Vaccaro, Calvano, Burton, Novack, Sullivan, Conklin, Schaffer
Nays: 0

With no further business, on a motion from Conklin seconded by Burton the meeting was adjourned at 9:05pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary