

FINAL MINUTES

Monroe Joint Park Recreation Commission, February 24, 2020

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 24th day of February 2020.

PRESENT:	John Battaglia	Chairperson
	Andrew Calvano	Commissioner
	Mary Elizabeth Burton	Commissioner (arrived at 7:35 pm)
	Jonathan Novack	Commissioner
	Chris Sullivan	Commissioner
	Kayel Conklin	Commissioner
	Tony Schaffer	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT: Adm. Chairperson Anthony Vaccaro

Chairperson John Battaglia called the meeting at 7:30 P.M, with the Pledge of Allegiance.

Approval of Minutes

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

Resolved, to approve the minutes of January 27, 2020, as written.

Ayes: 5 Battaglia, Novack, Sullivan, Conklin, Schaffer

Nays: 0

Abstain: 1 Calvano

Please note the vote for the minutes for the Special Meeting on January 20, 2020 was postponed to next month to allow for the Commissioners to review them.

Privilege of the Floor – Public Concerns

No one was present to speak from the public. The Commission continued with the agenda.

Road to Dog Park

As reported by Mancuso, the Village Highway Department cut a road from Smith Field Court to the Dog Park. The Village Mayor authorized the work; the Commission had no knowledge of this happening and they have to approve it. The Village Mayor felt that the current access road is secluded. In the past, at a public hearing, the public stated that they didn't want a road in that area. Work was halted; the Mayor stated he will be coming to tonight's meeting to further explain. Gaba recommended sending a letter to the Village to stop work. The Commission agreed to draft a letter to Village.

FINAL MINUTES
February 24, 2020

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 February Meeting Agenda 2020.
3. A copy of the January 2020 Park meeting minutes (draft).
4. A copy of the 2019 Budgetary Transfer.
5. A copy of Safety Plan (draft). *Mancuso stated he devised a safety plan to provide important information regarding various maintenance topics such as pesticides, different equipment, etc. These are common sense initiatives for the maintenance department to review and implement. When the safety plan is officially shared with the maintenance department, he will ask the Commission to review and adopt it. Battaglia agreed and asked the Commission to review when it is available.*
6. A copy of the Winter Festival final report. *No snow accumulation occurred on the event date but other activities were held for people to participate in. There was a small petting zoo as well as indoor and outdoor activities. Approximately 50 people attended.*
7. A copy of an event request for Arbor Day.
 - a. The Arbor Day event is to be held on Sunday, April 26 at 1 pm. Amount requested is \$894.00. *Mancuso added that this year's activities will be similar to what was offered in the past. A seedling will be given to the participants to take home. Pictures will be taken of the participating groups. Certificates will be issued as well. He expects this event will be well attended as in year's past. Calvano asked if the Photo News is the only way park events are advertised. Mancuso stated the Photo News is used as well as an email distribution list (via constant contact), Facebook and posting the event on the sign outside the entrance of the park. Battaglia asked if there could be articles in the paper featuring park activities. The Photo News should cover more activities that occur in the park. Further dialog was had on the topic. After discussion, the Commission approved the event request.*

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

Resolved, to approve the Arbor Day event to be held on Sunday, April 26th at 1pm, for the amount of \$894.00

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

FINAL MINUTES
February 24, 2020

8. A copy of the Arbor Day Ad and Application.
9. A copy of the park's calendar for March. *Classes are full; there is a waiting list. Further discussion was had on the topic. Please note that the Village Mayor Dwyer arrived during this topic.*
10. A copy of correspondence to the companies who placed a bid on the playground project. *All bids were rejected due to budgetary restraints. The project will be reevaluated.*
11. A copy of the Spring Classes ad.
12. A copy of a Pamphlet ID schedule.
13. A copy of a Help Wanted Ad (Seasonal). *Advertising before Spring break helps to recruit college students who would more than likely be seeking summer employment ahead of time.*
14. A copy of the 2020 Picnic Schedule. Two picnics have signed up to date.
15. A copy of the Park February Maintenance Report. *Daily maintenance includes empty the garbage cans, open and clean the bathrooms and trying to keep the gravel from traveling to the fence. They also have been working on the mowers for Spring. They helped setup and clean up the Winter Festival. Mancuso plans on revisiting the bin concept for field materials. With regard to utilities expenses, MW Gas reviewed their bills; two statements haven't been paid. He will followup with the Bookkeeper regarding the 2019 budget. \$968 is for a debit for seeds in the fall; the bill was sent to the Town of Monroe, instead of the park.*

Park Manager's/Maintenance Report

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

Old Business

Playground (Update...Bid Opening Results)

Mancuso reported that he hadn't heard from Chazen to date; there are details that need to be confirmed. He will continue to reach out. Gaba advised that any work performed in house might be a risk. Further discussion was had on the topic.

2019 Committees Report

No new updates at this time.

Cameras

Village Mayor Dwyer was present at this point in the meeting. He distributed four camera proposals for the Commission to review. The proposals are from ADT, New Windsor IT, Safe and Sound and NAs security systems. He also added that outdoor electrical outlets are needed on the poles where the equipment would be installed. The Village is currently using New Windsor IT for their buildings.

- New Windsor IT – Total quoted amount is \$3,961.91 (includes installation of four pole mounted cameras. Quote also includes parts, additional services and a prevailing wage labor rate).

FINAL MINUTES
February 24, 2020

- ADT – Total quoted amount is \$9,733.31 with a monthly recurring extended service charge of \$42.82 (includes equipment installation and configuration of four cameras for outdoor video surveillance, additional services and equipment).
- Safe and Sound – Total quoted amount is \$10,372.00 (includes the installation of four cameras, additional equipment and services).
- NAS Security Systems – Total quoted amount is \$6,980.00 (includes the installation of four cameras additional equipment and services).

Further discussion was had on the topic. The Commission decided to review the quotes and make a decision by March's meeting. Conklin suggested a quote from New Windsor IT regarding a laptop could help with Mancuso's needs.

In other matters, Dwyer referred to the road to the Dog Park matter. Battaglia stated that he will receive a letter from the Commission regarding their stance on the matter.

New Business

Draft Safety Plan

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

Laptop Quote (Windows 10)

The existing laptop is utilizing Windows 8 which is an older out dated software. Mancuso is still having problems using it; however using a laptop is convenient for his use. An upgrade to Windows 10 may not be compatible with the Park's ID system. In the interim, he needs a newer laptop in order to operate Microsoft programs such as Word, emails etc. Further discussion was had on the topic.

On a motion made by Commission Calvano and seconded by Commissioner Schaffer

Resolved, to approve to spend \$750 for a new laptop.

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

2019 Budget Transfers

On a motion made by Commission Sullivan and seconded by Commissioner Schaffer

Resolved, to approve to approve 2019 budget transfers.

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

Cintas Payment

Mancuso provided a narrative of the situation. The Cintas's contract with the park has expired. There was a previous charge (regarding a rug cleaning) which he inadvertently signed. This action initiated a new contract. Also a maintenance employee ordered uniforms at Cintas and billed the park. Matter was

FINAL MINUTES
February 24, 2020

referred to Gaba for further review.

EXECUTIVE SESSION

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

to enter into Executive Session to discuss personnel at 9:37 pm

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

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

to exit from Executive Session and return to open session at 10:00 pm

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

Authorization for Motion to Approve and Pay the Bills

On a motion made by Sullivan and seconded by Novack

Resolved, to approve and pay the bills

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

With no further business, on a motion from Sullivan seconded by Schaffer the meeting was adjourned at 10:13 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary