

FINAL MINUTES

Monroe Joint Park Recreation Commission, March 23, 2020

The Monroe Joint Park Recreation Monthly Meeting was held via **Phone Conference on the 23rd day of March 2020.**

PRESENT:	John Battaglia	Chairperson
	Andrew Calvano	Commissioner
	Mary Elizabeth Burton	Commissioner
	Jonathan Novack	Commissioner
	Chris Sullivan	Commissioner
	Kayel Conklin	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT: Adm. Chairperson Anthony Vaccaro and Commissioner Tony Schaffer

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 Calvano and seconded by Commissioner Burton

Resolved, to approve the minutes of February 24, 2020, as written.

Ayes: 6 Battaglia, Calvano, Burton, Novack, Sullivan, Conklin
Nays: 0

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

Resolved, to approve the minutes of the Special Meeting Minutes January 20, as written.

Ayes: 5 Battaglia, Calvano, Burton, Novack, Sullivan
Nays: 0
Abstain: 1 Conklin

Privilege of the Floor – Public Concerns

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

Repairs to Hockey Court (Discussion)

Discussion was postponed until next month.

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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 March Meeting Agenda 2020.
3. A copy of the January 2020 Park meeting minutes (draft).
4. A copy of the February 2020 Park meeting minutes (draft).
5. A copy of an email correspondence regarding the phone conference meeting procedure.
6. A copy of an email correspondence regarding the hockey rink repairs.
7. A copy of an event request for a Trail Hike.
 - a. The Trail Hike event is to be held on Sunday, May 17 at 1 pm. Amount requested is \$653.00. *Mancuso noted that the Egg Hunt should be cancelled due to the recent pandemic events. Further discussion was had on the topic.*
8. A copy of an email correspondence regarding the playground update. *Mancuso reported that Chazen did provide a revised drawing of the project which focused on the changes to the playground sidewalk's surface. Further discussion was had on the topic.*
9. A copy of a camera proposal from N.A.S presented by Mayor Dwyer last month. *Further discussion was had on this topic.*
10. A copy of two Fire Alarm quotes.
11. A copy of the section in our handbook, NYS and civil service code regarding Leave for Emergency Responders.
12. A copy of a Notice of Mandatory Safety Course and Sign up sheet.
13. A copy of the YAC Summer bus lease.
14. A copy of a Skate Park petition.
15. A copy of a letter to the Monroe community regarding the COVID-19 pandemic which was posted on the Smith Clove Park's webpage and Facebook page. *The Commission praised Mancuso for the information posted on the social media pages.*
16. A copy of correspondence from the Board of Health, regarding COVID-19.

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- 17. A copy of correspondence to the leagues regarding COVID-19. *Three leagues have responded to the correspondence to date.*
- 18. A copy of responses from the leagues.
- 19. A copy of the Park's calendar for April. *Mancuso noted that he plans to follow the school districts with regard to resuming the park's classes.*
- 20. A copy of correspondence from the Town of Monroe, regarding the Governor's mandate stating 100% of the workforce must stay home.
- 21. A copy of the correspondence from the Town of Monroe, regarding paying bills.
- 22. A copy of the Park Manager's Maintenance report.

Please note that at this time the agenda was suspended to address the topic to review and pay the bills, to readdress the topic of COVID-19 as it relates to the Governor's guidance on social gatherings and possible closure of the park. The Commission also spoke about the issue of continuing to hire YAC counselors during this time. Afterwards, the Commission returned to the agenda.

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

Resolved, to approve and pay the bills

Ayes: 6 Battaglia, Calvano, Burton, Novack, Conklin, Sullivan
Nays: 0

Note: Mancuso emailed copies of all the month's bills and the associated vouchers to all Commissioner 3 days before the meeting for their review and comments.

Battaglia asked the Commission if Smith Clove Park should be closed to the public. Is there a plan to barricade the park entrances if necessary? Mancuso stated the entrances can be secured as well as Monroe Police can be notified. Signs have been posted around the park providing recommendations of social gatherings of 10 or less people. Any offenders would be managed by the Police Department. Gaba added that if the park is closed, the police department can enforce trespassing laws. He suggested adopting a resolution based on the Governor's order. Further discussion was had on the topic. Conklin suggested keeping the play areas available to the public and providing them with access to cleaning solutions to clean the equipment. Battaglia stated that there isn't enough maintenance staff to clean the equipment or provide cleaning solution. Burton referred to an email, previously sent to the Commissioners, regarding the NYS Park's website COVID-19 information as a reference. Further discussion was had on the topic. The Commission concluded the discussion with the information posted on the NYS Park's website will be used as guidance for the actions Smith Clove Park will take on the matter.

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

Resolved, to declare all Smith Clove Park public programs and events are canceled until further notice. All indoor visitor facilities will be closed to the public until further notice. For the safety of all visitors and to stop the spread of the COVID-19, all playgrounds, athletic courts and sporting fields are closed. Visiting the park should be for a solitary nature break. Limit outdoor recreational activities to non-contact and avoid coming into close proximity with other people.

Ayes: 6 Battaglia, Calvano, Burton, Novack, Conklin, Sullivan
Nays: 0

Burton asked about the YAC hiring process; will the interviews for YAC staff continue even via phone? Gaba suggested Skype as an option. Mancuso stated in April he will receive guidance from the Board of Health at which point it will be known if YAC will even be offered this summer. It was further noted that perhaps the parents will not send their children to camp depending on the situation at that time. Mancuso will continue to find out what the protocol/guidance will be.

Park Manager's/Maintenance Report

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

Old Business

Playground (Update)

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

Cameras

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

New Business

Quote Alarm System

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

Leave for Emergency Responders

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

Mandatory Safety Seminar

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

YAC Bus Contract

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

Skate Park

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

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EXECUTIVE SESSION

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

to enter into Executive Session to discuss personnel at 8:16 pm

Ayes: 6 Battaglia, Calvano, Burton, Novack, Conklin, Sullivan
Nays: 0

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

to exit from Executive Session and return to open session at 8:55 pm

Ayes: 6 Battaglia, Calvano, Burton, Novack, Conklin, Sullivan
Nays: 0

Authorization for Motion to Approve and Pay the Bills

Topic was previously discussed during Old Business

With no further business, on a motion from Calvano seconded by Burton the meeting was adjourned at 9:10 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary