

FINAL MINUTES

Monroe Joint Park Recreation Commission, September 23, 2013

The Monroe Joint Park Recreation Meeting was held at Smith Clove Park, 133 Spring St, Monroe, New York on the 23rd day of September 2013.

PRESENT:	Tony Cardone	Chairman
	John Battaglia	Adm. Chairman
	Ann Marie Morris	Commissioner
	Debbie Kohrs	Commissioner (arrived at 7:40pm)
	Steve Pavia	Commissioner (arrived at 8:20pm)
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Paul Truax	Park Manager

ABSENT: Commissioners Rich Goldstein, Mike Niemann and Park Attorney Mathew Bennett

Chairman Tony Cardone called the meeting at 7:35 P.M, with the Pledge of Allegiance.

Approval of Minutes

Note: Both sets of minutes were voted on after the arrival of Commissioners Kohrs and Pavia.

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

Resolved, to approve the minutes of July 22, 2013. After two months having voted on the minutes, the minutes are approved.

Ayes: 3	Battaglia, Morris, Kohrs
Nays: 0	
Abstain: 2	Cardone, Pavia

On a motion made by Commissioner Kohrs and seconded by Commissioner Pavia

Resolved, to approve the minutes of August 26, 2013. However, August minutes will be voted on again in October.

Ayes: 3	Cardone, Kohrs, Pavia
Nays: 0	
Abstain 2	Battaglia, Morris

Final Minutes
September 23, 2013

Privilege of the Floor – Public Concerns

Having no public present, the Commission continued with the Agenda.

Security

Scott Perry, Vice President of Atlas Security, stated nothing to report at this time. He asked for feedback from the Commissioners. Chairman Cardone asked if he's received reports from security about kids on the roller hockey rink without helmets. Mr Perry stated he hasn't heard of anything but will follow up. Commissioner Morris reminded Mr. Perry that if the parking lot/park is full, then security has the right to refuse entry to the park or redirect people to park elsewhere.

C.A.P Group

Jessica Mazzola, Chief Presentation Office of CAP, LLC made a presentation to the Commission. The main goal of CAP, which is based in Ramsey NJ, is to fulfill the needs of businesses by hosting regional selective competitions for high school and middle school students. Students gain real life experiences where they can use them for the future. Participants are prescreened first; those who are accepted into the competition pay an entrance fee. The competitions consist of various workshops where students work on teams to create an end project to be judged. Out of all the team's entries, one winner is chosen. Based on the winner's idea/proposal the business implements it. In the past, the CAP group has organized competitions and worked with local businesses such as South Orange YMCA. The group is proposing to work with the Commission to organize a competition with the goal of creating signage for the park. Tentative date of the competition is Saturday December 7th. The cost per student is \$40 - \$50. It was suggested that the cost could be paid in different ways; one way is that either the students or the Commission pays the cost in full. Another way could be the students and the Commission can split the cost. Chairman Cardone asked who screens the students. Ms Mazzola stated their organization does the prescreening process which includes reviewing completed applications, conducting interviews, etc. Adm Chairman Battaglia asked how do the kids find out about it and is there a participation limit? She stated advertisement is done through the local paper as well as speaking with the school's guidance counselors. In addition, she stated it depends on the project; typical teams consist of 8-10 people per team. For this particular event, they are seeking Monroe Woodbury students. In the event there aren't enough participants to create teams, then the event can be rescheduled and the group will seek out participation in other ways. Commissioner Morris asked what does the admission fee include. Ms Mazzola responded the fee includes the materials to create the proposal. Mr. Mancuso stated he's had discussions with the group concerning their proposal and will continue working with them. The commission decided to continue the discussion at a later time and make a decision.

YAC Report

Note: The Commissioners suspended the agenda during #6 YAC Report to discuss the topic of Hockey Rink first. Afterwards the Commission returned to the agenda.

Final Minutes
September 23, 2013

Mancuso reporting the following financials:

Total Revenue	\$102,982
<u>Total Expenses -</u>	<u>\$82,676</u>
Total Profit	\$14,906

Overall, YAC went well; two incidents occurred. In addition, Mancuso stated he was pleased with the job performances of the Activity Director and Nurse. He recommended that the hiring process for counselors be reviewed for next year. He also called for a review of YAC trips; YAC lost money on trips this year.

Hockey Rink

Bill Coughlin, representative from Sport Court Indoor Performance Flooring, was present to speak with the Commission regarding flooring for the Hockey Rink resurfacing project. Tony Romagnino, James Alcide and Ed Scully, representatives from MW Roller Hockey League were present as well. As per Mr. Coughlin; *“there are two different surfaces that would work but the Powergame surface would work best for their needs. The hockey rink in East Fishkill is currently using the Powergame surface. The surface is good for outdoors with low maintenance; during inclement weather it dries quickly. It’s durable for year round use as well as it’s safe to play on. Installation takes approximately two weeks to install and it can be done during the winter months. Extra tiles are included for quick replacement”*. Further discussion was had on the topic. MW Roller Hockey representatives were concerned with certain surface conditions that may make it difficult for to use the surface in the evenings; the league in East Fishkill is experiencing this same issue. Further discussion was had on the topic. The Commission advised that further investigation is needed. The MW Roller Hockey representatives will travel to the rink in East Fishkill and try using it.

Park Recreation Director Report

As per Park Recreation Director Mancuso, he reported the following information to the Commission;

1. A copy of August’s minutes for approval (draft).
2. A copy of correspondence with CAP, LLC. Mancuso said he likes the organization’s concept and will continue to discuss on their competition proposal for the park.
3. A copy of the Park Rules and Village Code. Mancuso will post on the park’s website.
4. A request to hire instructors for Fall 2013. Mancuso stated he’s been satisfied with the job performances of the following instructors and would like to continue working with them:
 - Jennifer Turner, 28 Barr Lane, Monroe NY 10950 for the pre-school instructor as

Final Minutes
September 23, 2013

a contractor for the classes at a compensated rate equal to \$20/hour not to exceed 12hours / week

- Amanda Melican, 17 Ludlum Road, Monroe NY 10950 for the pre-school instructor aid as a contractor for the classes at a compensated rate equal to \$10/hour not to exceed 9hours/week and to also teach the offered art classes as an instructor at a compensated rate of \$20/hour not to exceed 4.5 hours/week
- Veronica Libutti, 30 Seals Dr, Monroe NY 10950 for the gymnastics classes' instructor as a contractor for the classes at a compensated rate equal to \$25/hour not to exceed 8 hours/week

On a motion made by Commissioner Kohrs and seconded by Adm Chairman Battaglia

Resolved, to accept the recommendations of the Recreation Director and hire, as contract instructors, the positions as stated above, to the applicants and with the terms as presented; money has been approved and allocated in the 2013 Park budget.

Ayes: 5 Cardone, Battaglia, Morris, Kohrs, Pavia
Nays: 0

5. A copy of 2013 YAC Financials.
6. The following events requests require approval:
 - a. Trail Hike to be held on Sunday October 13th 1:00 – 3pm. Total amount requested is \$313.00. Mancuso added he's looking for a teacher to help develop the program.
 - b. Wicked Halloween Dance to be held on Friday October 25th 7:30 – 9pm. Total amount requested is \$1,015.00
 - c. Hay Rides/Pumpkin Painting event to be held on Sunday October 27th 1-3pm. Total amount requested is \$1,068.00 Mancuso added he's looking to have a children's show instead of the petting zoo.
 - d. Tree lighting Ceremony to be held on Sunday December 1st. Also included is a copy of correspondence to Monroe FD requesting a Santa escort. Total amount requested is \$1,113.00

On a motion made by Commissioner Kohrs and seconded by Adm Chairman Battaglia

Resolved, approve the following event requests; Trail Hike, not to exceed \$325, Wicked Halloween Dance, not to exceed \$1,100, Hay Rides/Pumpkin Painting, not to exceed \$1,100, and Tree Lighting Ceremony, not to exceed \$1,200.

Ayes: 5 Cardone, Battaglia, Morris, Kohrs, Pavia

Nays: 0

Final Minutes
September 23, 2013

7. A copy of the 2013 Picnic Schedule.
8. A copy of the Park's Calendar for October
9. A copy of the approval to hold the Turkey Trot.
10. A copy of the Monthly Departmental Report for the Municipalities
11. A copy of a notice of October's meeting change
12. A copy ID's issued for the month of September; there were 9 new ones issued

As a reminder, Mancuso said a Nomination Committee is needed to seek out nominations for Chairman and Adm Chairman for 2014. Lastly, he offered to prepare a security bid package and present it for next month.

Park Manager Report:

Park Manager Truax reported the maintenance department is still working on the Volleyball courts and is looking to have it completed by the winter.

Old Business:

The Commission readdressed the issue of replacing the benches on field#4. It was concluded a design would be needed before moving forward.

On a motion made by Adm Chairman Battaglia and seconded by Commissioner Kohrs

Resolved, to authorize Mancuso to prepare a RFP for an Engineer/Architect to be hired by the Park to prepare plans for a new seating area on Field #4 and be it further resolved that upon an approved RFP, Mancuso is authorized to advertise in the Times Herald Record for candidates with a return date of November 22 by 3pm to be open at the November 25 public meeting at 7:45 pm.

Ayes: 5 Cardone, Battaglia, Morris, Kohrs, Pavia
Nays: 0

New Business

Commissioner Morris suggested that since the Joint Town and Village workshop with the Park has been scheduled for the Commissions' October meeting night, that the Commission reschedule October's monthly meeting for October 21 at 7:30 pm

Final Minutes
September 23, 2013

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

Resolved, to reschedule the October 28 meeting to be held October 21 due to a budget workshop scheduling conflict with the Town and Village and further resolved to advertise the meeting change as required

Ayes: 5 Cardone, Battaglia, Morris, Kohrs, Pavia
Nays: 0

The Commission readdressed the topic of the Park's budget for 2014. Further discussion was had regarding the topic. They also spoke about projects for 2014; projects that are being worked on are the volleyball courts, replacement of the bleachers on field 4, hockey rink resurfacing project, etc. The five year plan was also reviewed; additional projects were suggested also. Further discussion of the five year plan will continue in next month.

EXECUTIVE SESSION

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

Resolved, to go into executive session to discuss personnel at 9:15

Ayes: 5 Cardone, Battaglia, Morris, Kohrs, Pavia
Nays: 0

On a motion made by Commissioner Pavia and seconded by Ad. Chairman Battaglia

Resolved, to return to open session at 9:45

Ayes: 5 Cardone, Battaglia, Morris, Kohrs, Pavia
Nays: 0

Authorization for Motion to Approve and Pay the Bills

On a motion made by Adm Chairman Battaglia and seconded by Commissioner Kohrs

to approve and pay the bills.

Ayes: 5 Cardone, Battaglia, Morris, Kohrs, Pavia
Nays: 0

With no further business, on a motion from Morris seconded by Pavia the meeting was adjourned at 9:55 pm. Carried unanimously.

Final Minutes
September 23, 2013

Priscilla C. Chang-Staley
Park Secretary