

FINAL MINUTES

Monroe Joint Park Recreation Commission, September 22, 2014

The Monroe Joint Park Recreation Meeting was held at Smith Clove Park, 133 Spring St, Monroe, New York on the 22nd day of September 2014.

PRESENT:	Tony Cardone	Chairman
	John Battaglia	Adm. Chairman
	Ann Marie Morris	Commissioner
	Deborah Kohrs	Commissioner
	Mike Niemann	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Paul Truax	Park Manager

ABSENT: Commissioners Rich Goldstein, Steve Pavia and Park Attorney Matthew Bennett

Chairman Tony Cardone called the meeting at 7:30 P.M, with the Pledge of Allegiance.

Approval of Minutes

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

Resolved, to approve the minutes of June 23, 2014. After two months having voted on the minutes, the minutes are approved.

<i>Ayes: 3</i>	Cardone, Morris, Niemann
<i>Nays: 0</i>	
<i>Abstain: 2</i>	Battaglia, Kohrs

On a motion made by Adm. Chairman Battaglia and seconded by Commissioner Niemann

Resolved, to approve the minutes of July 28, 2014. However, June minutes will be voted on again in August.

<i>Ayes: 4</i>	Cardone, Battaglia, Morris, Niemann
<i>Nays: 0</i>	
<i>Abstain: 1</i>	Kohrs

Final Minutes
September 22, 2014

Privilege of the Floor – Public Concerns

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

Security

Juan Reyes reported for Atlas this month. No incidents to report at this time. Chairman Cardone noted an incident where there was a tailgate gathering on fields 1 and 3. The gathering also had a collection for a person who has cancer. He was informed of the incident after it occurred. He asked if security could monitor such gatherings to ensure that there is no alcohol. Mr. Reyes stated he will inform security.

Hawk Lacrosse Request

Bill Smith, representative from Hawk Lacrosse, asked the Commission for a one time field usage request for an event. Their event is scheduled for Friday October 10th either from 6 pm – 7:30 pm or 6 pm to 8 pm. Approximately 15 children are expected; out of the 15, 12 are Monroe residents. Field#4 is the location they would like to use. Their league is insured for this event. The Commission noted that if lights will be needed, a fee of \$50 would be charged. The Commission also added a field usage application letter will be needed; the letter should include the league's nonprofit status, date and time of the event, that it is a one-time event, information regarding residency for the players, etc. Park Rec. Dir. Mancuso commented that this is a special one-time park use request which involves a field and not the same as the league's field usages request which is reviewed in January for that year. Further discussion was had on the topic. Mr. Smith stated he will complete what is requested quickly.

Rebid on Field#4

Justin Dates, from Mazer Consulting, was present to speak to the Commission about their concerns regarding the Field #4 bleacher and Press Box Bid and the results. The Commission wished to reexamine the bid package, including individual costs of each aspect of the project, as previously discussed during July's park meeting. Commissioner Niemann questioned the discrepancy between the cost estimate from the engineer and the actual bid amount. Justin explained it was not clear what the total budget for the project would be. The bid package and cost estimate, as previously presented, did not include the addendums (such as the press box, cosmetic add ons, etc.), which would dramatically increase the cost of the project. The price of the add ons were provided separately but not added to the total budget estimate of the project. In addition, the timing of the bid, when it was announced to the public, could be a factor as to why only one company responded and that the costs of the project would vary. Mr. Dates suggested the best time to bid is during the winter months. Further discussion was had on the topic. The Commission concluded that a revised bid is needed; they asked Justin for a more detailed bid set with pricing of the previously discussed add ons as soon as possible. It was also decided that the project would have a starting budget of \$350,000; and if needed, the project would be scaled down. In the interim, because the project may cost significantly more than anticipated, the

Final Minutes
September 22, 2014

Commission will request additional funding from the Town and Village of Monroe. The Commission would like to see the rebid be a line item bid and not a lump sum bid. Lastly, because of the communication discrepancy between the consultant and the Park Commission, the Commission asked if the cost to revise the bid could be negotiated. Mr. Dates responded he will speak with management regarding their concerns.

Park Recreation Director Report

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

1. A copy of the July 28th minutes for approval (draft).
2. The following event requests require an approval:
 - a. Trail Hike to be held on Sunday, October 5th, 1:00 – 4pm. Total amount requested is \$553.00.
 - b. Pumpkin Painting/Hay Rides to be held on Sunday, October 26th, 1 pm – 3 pm. For this year’s event, there will be pumpkin painting and hay rides but a petting zoo will not be offered. Rec. Director discussed some of the challenges regarding the Village’s Halloween costume parade; the parade is being planned with it ending in the park. His major concern is that instead of the day being a steady crowd coming and going, most participants end up in the Park right at 1pm and it is impossible for him to manage by himself. Further discussion was had on the topic. Total amount requested is \$1,018.00.
 - c. Holiday Tree Lighting to be held on Sunday, December 7th at 6 pm. Total amount requested is \$1,113.00
 - d. Turkey Trot to be held on Saturday, November 29th, 9 am to 11 am. Total amount requested is \$3976.00. The fees for this year’s race have increased. The shirt cost has gone up and we will be using a bib/chip timing system which is also an additional charge to us. Also, included in Turkey Trot report is a copy of a letter to the Village Mayor requesting permission to use the Village streets, a copy of the event permit application, a copy of a letter to MOVAC and the Village Board, and a copy of a proposed street map.

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

Resolved, approve the following event requests; Trail Hike, which will be held on Sunday, October 5th, Pumpkin/Hayrides, which will be held on Sunday October 26th, Holiday Tree Lighting, which will be held on Sunday December 7th, Turkey Trot, which will be held on Saturday, November 29th for an amount not to exceed \$7,000

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

Final Minutes
September 22, 2014

3. A copy of the Picnic Schedule.
4. A copy of ID's issued for the month of August; 8 IDs was issued and 4 were renewed.
5. A copy of ID's issued for the month of September, 8 ID was issued and 3 were renewed.
6. A copy of the ID schedule until November 2014.
7. A copy of a FOIL request from MW Youth Football and Cheer.
8. A copy of the response to the FOIL request from MW Youth Football and Cheer.
9. A copy of a letter received from the YAC Group Leaders, regarding a request to increase their pay.
10. A copy of a letter received from All Star Café to the Commission.
11. A copy of the Park's calendar for September
12. A copy of the Park's calendar for October
13. A copy of the Park's Fall Class Schedule (tentative). For the fall, only the gymnastics and sports classes didn't fill to capacity. However, a sewing craft class is being added to the schedule. Got a good response to the Saturday Daddy and Me class
14. A copy of a complaint letter to Walmart's credit department.
15. A copy of a sample resolution regarding hiring instructors in the fall. Two people were interviewed for the fall classes. A resolution is needed to approve the candidates
16. A copy of the 2015 park budget worksheet

On a motion by Commissioner Niemann and seconded by Commissioner Morris:

WHEREAS, The Monroe Joint Park and Recreation Commission is looking to hire instructors to teach/facilitate several Fall 2014 programs in the Park and

WHEREAS, The Monroe Joint Park and Recreation Commission did on August 22, 2014 advertise for instructors for several classes being offered with a return date of September 8, 2014. and

Final Minutes
September 22, 2014

WHEREAS, Three (3) new applications were returned within the appropriate time frame and 2 additional requests to return by instructors who have been working for the Park and

WHEREAS, Recreation Director Mancuso reviewed each application and met individually with the 2 applicants whose qualifications met or exceeded the requirement for the Toddler/pre-school instructor and

WHEREAS, Recreation Director Mancuso sent to the Park Commission by e-mail on September 15, 2014 and did update the Board members in regards to the credentials and results of interviews that he held with the applicants and

WHEREAS, Three (3) of the four (4) interested parties have previously worked for the Park as program instructors and or YAC employee and

THEREFORE BE IT RESOLVED that on recommendation of the Recreation Director that Terrence J. Marsico, 57 Beach Rd. Stony Point NY 10980 be hired as a contractor to teach and facilitate the toddler and pre-school programs offered by the Park at a rate of \$20/hour and hour, Diana Turnbull to continue as the instructors aide at a rate of \$10/hour and Veronica Lubitti to continue as the gymnastic instructor at a rate of \$20/hour and

RESOLVED, further employment to be effective as of September 24, 2014; Terrence is replacing Jennifer Turner who left to pursue a full time position.

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

In other matters, Mr. Mancuso reminded the Commission about the upcoming 2015 budget workshop. The contract of the Snack Bar will be ending shortly; a new bid package is needed. A security bid package is also up for renewal. A suggestion was made that a moratorium for leagues regarding field usage should be created. Further discussion was had on the topic. Lastly, both the older copier and printer in the park office are not working. They will be declared as non-usable and appropriately disposed.

Park Manager Report:

Note: The Commissioners suspended the agenda during # 8 Park Manager's report to

Final Minutes
September 22, 2014

discuss the topic of the MW Crusader Baseball sign proposal first. Afterwards, the Commission returned the agenda.

Mr. Truax reported the cherry picker needs to be repaired. It doesn't pass safety inspection. To replace the cables, the cost is \$5000. To replace the hydraulics, the cost is \$10,000 - \$14,000. The kubota is currently being repaired, as well. A copy of the 2015 budget worksheet was distributed to the Commission. Further discussion was had on the topic. A seasonal employee was recently hired to assist with maintenance duties. The new seasonal hire previously worked in YAC, as an EMT, as well as worked with maintenance in the past. Lastly, the date for the Joint Town and Village budget workshop is not known at this time. Once the Field #4 bleacher and press box rebid is completed, the total will be included the parks budget.

Old Business:

The Commission readdressed the topic of MW Crusader Baseball sign proposal, previously discussed during July's park meeting. Further discussion was had on the topic. The Commission discussed a sign with no names but has the name of the team, title and the year the championship was earned. Mr. Mancuso suggested reviewing the Park's policy; the policy should have specific guidelines. It was also discussed that a time frame that indicates how long the sign should be noted in the guidelines. Further discussion was had on the topic. The topic of the C.A.P. program winning team's sign design was addressed. To date, the winning sign design hasn't been used. Need to follow up and complete this item. Further discussion was had on the topic.

New Business

The Commission reviewed the 5 year plan. There was a discussion regarding having a sign in the park that states how the park is being funded/managed. Further discussion was had on the topic.

EXECUTIVE SESSION

Having no issues to discuss during Executive Session, the Commission continued with the agenda.

Authorization for motion to Approve and Pay the Bills

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

to approve and pay the bills.

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

Final Minutes
September 22, 2014

With no further business, on a motion from Kohrs seconded by Niemann the meeting was adjourned at 10:06 pm. Carried unanimously.

Priscilla C. Chang-Staley
Park Secretary