

Final Minutes

Monroe Joint Park Recreation Commission, July 25, 2016

The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 25th day of July 2016.

PRESENT:	John Battaglia	Chairperson
	Ann Marie Morris	Adm. Chairperson
	Laura Bollenbach	Commissioner
	Mike Niemann	Commissioner (arrived @ 7:45 pm)
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner (arrived @ 7:35 pm)
	Joe Mancuso	Park Recreation Director
	Paul Truax	Park Manager
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT: Commissioners Andrew Calvano and Anthony Vaccaro

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

Approval of Minutes

Please note that the Agenda was suspended at this time, due to lack of quorum. After the Reserved Parking Discussion, the Commission returned to the Agenda.

On a motion made by Commissioner Bollenbach and seconded by Adm. Chairperson Morris

Resolved, to approve the minutes of June 27, 2016, as written.

Ayes: 5 Battaglia, Morris, Bollenbach, Novack, Whitman
Nays: 0

Privilege of the Floor – Public Concerns

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

Request (Reserved Parking Signs for Expectant Mothers)

Meghan Midtbo, a MW High School Student and Girl Scout, spoke to the Commission regarding her proposal to create and install Reserved Parking Signs for Expectant Mothers in the Park. Miss Midtbo is looking to achieve her Girl Scout Gold Award with this proposal. The signs would be made out of aluminum and would be portable. One or two signs would be made for the park. Estimated completion date of the project would be by October or during her Senior Year in High School. In addition to placing signs in the park, she is looking to have signs placed in other areas in Monroe, including schools. She

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has already attended the Town and Village Board meetings, as well as the MW School Board meeting; she's received approval from all three Boards. Specifically in the park, she would like to place one by the baseball field and the other by the playground. Regarding financing, she's already raised money to purchase them. After discussion, the Commission commended her efforts and approved her project proposal. Adm. Chairperson Morris asked for a copy of the finished sign sent to Mancuso for review. Chairperson Battaglia suggested that the signs should be placed permanently.

On a motion made by Adm. Chairperson Morris and seconded by Chairperson Battaglia

Resolved, to approve Miss Midtbo's proposal to have Expectant Mothers Reserved Parking Space signs placed in the park.

Ayes: 5 Battaglia, Morris, Bollenbach, Novack, Whitman
Nays: 0

Pop Warner (Fall Schedule)

Due to no one from Pop Warner present at the meeting to discuss the fall schedule, the Commission continued with the agenda.

Park Recreation Director Report

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

1. A copy of the June 23, 2016 minutes for approval (draft).
2. A copy of the picnic schedule. *A question was raised as to why the requests for the pavilion seem to be declining. Park Manager Paul Truax it is more than likely because of the park's enforcement of the no alcohol policy.*
3. Program Instructor Hire (Oral). *Mancuso stated he would like to hire a Program Instructor by August. One candidate he would like to recommend is Kristen Santopietro who he feels is highly qualified. The position is part time (12 hours a week) three days a week (Tuesday, Wednesday and Thursday). He's also looking for a tennis instructor. Adm. Chairperson Morris recommended, other than a Program Instructor, an additional person is needed to assist Mancuso with his administrative tasks. Further discussion was had on the topic. The Commission decided to move forward with hiring Kristen, as the new Program Instructor. Please note Commissioner Niemann arrived during this discussion.*

On a motion, made by Adm. Chairperson Morris, seconded by Commissioner Bollenbach

RESOLVED to approve the candidate Kristen Santopietro for hire, as an instructor/consultant, address is 553 High Street, Monroe, at a rate of \$20 per hour, not to exceed 15 hours a week,

RESOLVED further, employment to be effective as of August 22 to prepare for the fall program

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Nays: 0

4. A copy of Park Id's issue for June. *4 IDs were issued for the month; 4 were processed just this evening.*
5. A copy of the Park's Calendar for August.
6. YAC Update (Oral). *Mancuso reported that overall YAC is going well. There are expenses that still need to be paid as well as money is still being collected. There was a concern raised regarding the YAC during these warmer days. Mancuso stated many of the trees in the park have provided cooling shade for the staff and campers. There was an incident involving an EMT nurse and a parent; after discussion it was determined that additional medical personnel is needed onsite for YAC. As per the Board of Health requirements, there should be one person with First Aid/CPR certification per 400 campers. Adm. Chairperson Morris recommended that there should be two more medical staff onsite for the rest of the season and for the future. Mancuso also reported that there was a counselor who was hired but has not reported to work after the first week. He had to hire another counselor to replace them. No updates as to when the original counselor will return. Further discussion was had on the topic.*
7. A copy of an event request; Trail Hike Request. The event is being planned for Saturday, September 24th, between the hours of 4pm to 6pm. *Mancuso is looking to hire a survivalist who would provide camping tips on the tour. He's looking to advertise the event on the new Park website and with a group distribution email. Commissioner Niemann asked if there is a way to determine how many people find about Park events via the newspaper (Photo News). Mancuso answered that he rarely receives feedback from people who read it from the newspaper. Further discussion was had on the topic. Other advertising avenues, via social media, will be explored further as well as re-evaluating using print media as in the Photo news. A resolution is needed to approve the event request.*

On a motion made by Adm. Chairperson Morris and seconded by Commissioner Bollenbach

Resolved to approve the Trail Hike event request that will be held on Saturday, September 24 2016, not to exceed \$700.

Ayes: 6 Battaglia, Morris, Niemann, Bollenbach, Novack, Whitman
Nays: 0

8. A copy of Fall Program Classes with Descriptions. *Mancuso noted some of the classes being offered are cooking and woodworking. There will be morning, midmorning and afternoon classes. The first day of registration will be on Wednesday, September 7th and the second will be on Wednesday, September 14th.*
9. A copy of the Fall Classes dates. Classes will end on Wednesday, November 21st.

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In other matters, the Turkey Trot event was discussed. Mancuso noted that the enrollment for the event has been decreasing for the past few years. There were 202 runners enrolled compared to 300 the year prior. One possible reason might be due to other local races competing with the Park's event. Chairperson Battaglia suggested exploring other groups to find out what they are doing to get people to participate. Adm. Chairperson Morris shared that last year the Galleria Mall had their race on the same day as the Turkey Trot. Further discussion was had on the topic. Lastly, Mancuso stated MOVAC donated examination gloves to the Park.

Park Manager Report:

Park Manager Truax provided an update regarding the Field 4 Seating Update/Bleacher Project. Seating for the field has been mounted; fencing surrounding the new seating platform has been installed. The contractor Hudson Hill still has to pressure wash the area. Electric still needs to be installed; he will follow up regarding the status. Commissioner Niemann voiced concern with the project; the overall design layout is not how he expected it to look. Chairperson Battaglia asked Niemann to review the areas of concern with him. Paul also expressed concern regarding the prevailing wage paperwork from Hudson Hill is still needed from them. Further discussion was had on the topic. It was decided that payment to Hudson Hill will be held until the prevailing wage paperwork and release of lien has been received. The Commission also discussed the press box; Mancuso distributed the press box structure designs and drawings from Maser Consulting Press box plan that will need to go out to bid. (Editor Note: Resolution authorizing going out to bid on a press box was made at the May 23, 2016 meeting)

Old Business:

Field #4 Seating Update (Discussion; replace press box)

Previously discussed in the Park Manager's report.

Land encroachment update

Park Attorney Gaba reported an inspection was had with the Town and the Village reps and attorneys present. It was recommended that the Commission should hire an engineer to review the area and recommend a remediation plan to remedy the area. He wrote a letter to the landowner advising that an engineer is needed and that he (landowner) would need to pay for the engineer's services.

Website Upgrade Update

Mancuso stated he had previously sent links to the new website to the Commission to review. The Commission provided positive feedback to him.

New Business

Discussion: Recreation Aid

Adm. Chairperson Morris stated the Commission should seek to hire another person, a Recreation Aid, to help Mancuso with his administrative tasks. The position would be based on Civil Service Requirements and would be part time, up to 16 hours a week. Further discussion was had on the topic. The Commission agreed to pursue looking into hiring a part time Recreation Aid.

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On a motion made by Adm. Chairperson Morris and seconded by Commissioner Niemann

Resolved, to place an ad in the paper Recreation Aid position.

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Nays: 0

Discussion: Project List

No new updates at this time.

Discussion: Re-purpose indoor racquetball court.

No new updates at this time.

2016 Committee Assignments

Playground: Nothing to report

Evening/Weekend Crew: Mancuso stated that the Watch Guard Personnel had a three month review. He also suggested they should have a probationary period. Adm. Chairperson Morris asked the Park Secretary Staley to review the previous minutes (as far back as Fall 2015) to see if the Commission had previously discussed having a probationary period for the Watch Guard staff. Further discussion was had on the topic.

Park & Grounds Maintenance (Walking Trails, Parking Lot and Drainage): Commissioner Novack gave an update regarding the walking paths. He's working with Paul to determine where the path will travel in the park. It will be approximately 6/10th of mile, starting on the left side of Field#4, travel inside the park to connect to all areas. The width of the trail will be no less than four feet wide and the surface will be asphalt. Some of the work can be done in house. Some trees and shrubbery will be removed in the park in order to accommodate the trail. Further updates will be made when they become available.

Commissioner Novack also reported he had soil testing done on the fields. He's looking to speak with the landscaping company, based on the results, to adjust the needs of the fields in the Park. He wanted to make sure the landscaping company is using products that are conducive to the fields and not counterproductive.

Concession Stand: No new updates at this time.

Community Events: No new updates at this time.

YAC Committee: Previously discussed during the Park Recreation Director's report.

League Scheduling: No new updates to report at this time.

5 Year Plan/Long Range Planning: No new updates.

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EXECUTIVE SESSION

Having no topics to discuss in Executive Session, the Commission continued with the agenda.

Authorization for motion to Approve and Pay the Bills

On a motion made by Adm. Chairperson Morris and seconded by Commissioner Niemann

Resolved, to approve and pay the bills.

Ayes: 6 Battaglia, Morris, Niemann, Bollenbach, Novack, Whitman
Nays: 0

With no further business, on a motion from Morris seconded by Niemann, the meeting was adjourned at 9:33 pm. Carried unanimously.

Priscilla C. Chang-Staley
Park Secretary