

## Final Minutes

**Monroe Joint Park Recreation Commission, November 28, 2016**

**The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 28th day of November 2016.**

<b>PRESENT:</b>	<b>John Battaglia</b>	<b>Chairperson</b>
	<b>Ann Marie Morris</b>	<b>Adm. Chairperson</b>
	<b>Mike Niemann</b>	<b>Commissioner</b>
	<b>Laura Bollenbach</b>	<b>Commissioner</b>
	<b>Anthony Vaccaro</b>	<b>Commissioner</b>
	<b>Jonathan Novack</b>	<b>Commissioner</b>
	<b>Joe Mancuso</b>	<b>Park Recreation Director</b>
	<b>Paul Truax</b>	<b>Park Manager</b>
	<b>Priscilla C. Chang- Staley</b>	<b>Park Secretary</b>
	<b>Stephen Gaba</b>	<b>Park Attorney</b>

**ABSENT: Commissioners Andrew Calvano and Emily Whitman**

Chairperson John Battaglia called the meeting at 7:35 P.M, with the Pledge of Allegiance. He further added MW Roller Hockey won't be been attending tonight's meeting.

### Approval of Minutes

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

*Resolved, to approve the minutes of October 24, 2016, as written*

<b>Ayes: 5</b>	Battaglia, Morris, Vaccaro, Novack, Niemann
<b>Nays: 0</b>	
<b>Abstain: 1</b>	Bollenbach

### Privilege of the Floor – Public Concerns

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

### Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of the October 24, 2016 minutes (draft)
2. A copy of the 2017 Revised Budget. *Mancuso asked for the Commissioner to review the line items.*

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3. A copy of the Park's Calendar for December. *Mancuso added that the tree lighting event will be this Sunday, December 4th. Regarding the Snack Bar Bid, no one has picked up a bid package. The next park meeting is on Monday, December 19<sup>th</sup>.*
4. A copy of correspondence to MOVAC, thanking them for their support during the Turkey Trot event.
5. A copy of a letter to the leagues, regarding January's Mandatory Meeting invitation.
6. A copy of a list of Recreation Aid Applicants with resumes. *Mancuso asked the Commission if a Committee can be formed to review the applicants. Commissioners Bollenbach and Niemann volunteered to be part of the Committee, as well as Mancuso. He had already interviewed some of the applicants and he created a job description.*
7. A copy of an email regarding the slate of officers.
8. A copy of a write up regarding the Turkey Trot event for the Photo News.
9. A copy of the final report for the Turkey Trot. *Mancuso stated that overall, the event went well. There were more runners this year than last; 213 runners participated compared to 211 from last year. The event made \$300 in profit. He thanked the Commissioners for volunteering. Battaglia added that all Commissioners should attend future Turkey Trot events in order to experience the sense of community. He further suggested that the event has the potential be held on a much larger scale, in order to have more people come to the park. He thanked Mancuso for his efforts.*
10. A copy of the Park ID's issued for the month of October; only two new IDs were generated.
11. A copy of a work schedule for the Watch Crew hours (Non Peak Season). Mancuso asked the Commission to review the tentative Non Peak Hours schedule, due to the decreasing park activity, during the colder months. According to this schedule, four attendants would be on it, reduced from 7.
12. A copy of the Worker's Compensation Board Final Decision.

In other matters, Mancuso state he will be going on vacation in December. An elf is needed for the Tree Lighting Ceremony. He is still working on the final details before he can hire a performer who will appear at the event as a fictional character from Frozen, previous discussed during September's meeting. With regard to the Hockey Schedule for December, Mancuso added that there needs to be confirmation from the MW Hockey League as to when they will no longer be using it. Lastly, Mancuso asked for a status regarding Craig Jacoby's proposal for a coaching seminar (previously discussed during October's meeting). Further discussion was had on the topic. Battaglia asked Mancuso to add Craig's proposal to the Letter to the Leagues, so that Craig can make a presentation during January's meeting (if he is available). Morris suggested asking him if he could provide seminar dates, just in case the leagues are interested in participating in the seminar. Vacarro suggested having the parks policies as examples (in the seminar) to illustrate what the Commission is looking to have the leagues adhere to, in a more effective manner.

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**Park Manager Report:**

Park Manager Truax advised that the trail is being constructed. Vaccaro praised Truax for his efforts on the project. An opening date for the trail is not known at this time; 85% of the work is completed with approximately \$6400 spent so far. Warmer weather has helped with the progression of the project. Morris noted that she was made aware of a person who would like to donate a bench for the dog park and for the trail?

Note the Commission suspended the agenda to discuss the Maintenance Department Equipment Inventory Sheet and status regarding candidates for the Commission for next year. Afterwards, the Commission returned to the agenda.

The equipment sheet was distributed to the Commissioners during the meeting. Novack explained the details of the sheet to them; the list included a list of equipment that was sold as surplus as well as the ad that was advertised in the paper regarding the sale. Truax stated he will keep the list updated and ensure that the Park's insurance company has this information also. Some of the equipment on the list that is physically housed in the park is owned by the Village and Town. Ultimately, the goal is to track the life expectancy of the equipment to help with future planning and budgeting for new equipment.

Lastly, Battaglia stated the Morris will not be seeking the Adm. Chairperson position next year. He nominated Vaccaro to be added to the slate of officers, as the new Adm. Chairperson candidate. The nominating committee will continue to poll the Commission for votes; elections will be held next month.

**Old Business:**

**Snack Bar Bid**

No one picked up a bid package, to date. The present Concessionaire will end his term soon. He is currently moving his equipment out and cleaning up the space. If no one takes over the Concession stand, the Commission will look into other ways of continuing the operation, especially to provide food and beverages to the YAC campers during the summer.

**Discussion: Written Agreement with Leagues**

Battaglia asked the Commission to review the written agreement with the Leagues and finalize them by December. Gaba advised that there should be a set of rules so that the Leagues can review, acknowledge and comprehend it. He offered to help Mancuso with the details.

**Field #4 Seating Update (As Built)**

The Commission discussed an update to the Press Box project. Morris noted that Pop Warner should be part of the process so that they can provide input. Further discussion was had on the topic.

Note the Commission suspended the agenda to discuss the hockey rink project. Afterwards, the Commission returned to the agenda. The MW Hockey League had previously written to the Commission and stated that they would like to be part of the planning process. The Commission decided to go out to bid, with the specifications they currently have for both projects.

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Land encroachment update

Gaba provided an update regarding the land encroachment issue.

Discussion: Recreation Aid

Previously discussed in the Park Recreation Director's report

Discussion: Winter Carnaval

Events are still being planned. Weather will dictate which activities will occur.

**New Business**

2016 Committee Assignments

No new updates at this time.

**EXECUTIVE SESSION**

Having no topics to discuss in executive session, the Commission continue with the agenda .

**Authorization for motion to Approve and Pay the Bills**

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

***Resolved, to approve and pay the bills.***

***Ayes: 6***            Battaglia, Morris, Novack, Bollenbach, Vaccaro

***Nays: 0***

With no further business, on a motion from Vaccaro seconded by Niemann the meeting was adjourned at 9:34 pm. Carried unanimously.

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Priscilla C. Chang-Staley  
Park Secretary