

Final Minutes

Monroe Joint Park Recreation Commission, October 24, 2016

The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 24th day of October 2016.

PRESENT:	John Battaglia	Chairperson
	Ann Marie Morris	Adm. Chairperson
	Mike Niemann	Commissioner
	Andrew Calvano	Commissioner
	Anthony Vaccaro	Commissioner
	Emily Whitman	Commissioner
	Jonathan Novack	Commissioner
	Joe Mancuso	Park Recreation Director
	Paul Truax	Park Manager
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT: Commissioner Laura Bollenbach

Chairperson John Battaglia called the meeting at 7:35 P.M, with the Pledge of Allegiance.

Approval of Minutes

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

Resolved, to approve the minutes of August 22, 2016, as written. After two months, the minutes approved.

Ayes: 3 Battaglia, Morris, Vaccaro
Nays: 0
Abstain: 4 Niemann, Calvano, Novack, Whitman,

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

Resolved, to approve the minutes of September 26, 2016, as written.

Ayes: 6 Battaglia, Morris, Calvano, Novack, Whitman, Vaccaro
Nays: 0
Abstain: 1 Niemann

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

Resolved, to approve the special workshop meeting minutes of October 17, 2016, as written.

Ayes: 6 Battaglia, Morris, Calvano, Novack, Whitman, Vaccaro
Nays: 0
Abstain: 1 Niemann

Privilege of the Floor – Public Concerns

Please note that the agenda was suspended to discuss the Monroe Hockey. Afterwards the Commission returned to the agenda.

Craig Jacoby, teacher at Suffern High School, (formerly the activities director for YAC) spoke to the Commission regarding a proposal to provide information to parents who coach sports teams. The name of the seminar is, “The Coach in You”. He was looking to present a seminar to teach people how to coach effectively. Parents are not always equipped with the knowledge they need to coach effectively. There are certain fundamentals in coaching that people should have. The seminar will be in three sections for approximately one hour each time. The first section would be, “Coaching 101; the basics”, where basic coaching skills are illustrated. The second section would be, “How to manage the game, having a structured practice.” The third section would be, “Situation Coaching- Game Day”. Using these techniques a coach can manage the players during practices, games as well as communicating with parents, etc. He’s looking to start the seminars in January. The Commission liked the proposal. They will further discuss and decide by next month.

Monroe Hockey – Surface Discussion

Tony Romangino, Monroe Hockey League President introduced to the Commission Rosaro Lobutto (a Monroe Resident) as a new member of the Monroe Hockey Board. He also wanted to report a set of lights on the field didn’t come on. Park Manager Truax replied that he would look into it. Lastly, he was looking for a status regarding the rink repairs. Chairperson Battaglia stated the Commission will make decision by November’s meeting.

Monroe Woodbury Little League – Request Fall Ball and Frozen Ropes Discussion

George Offenhauser, MW Little League’s new treasurer, was present to speak to the Commission. He stated he is the newest member of the Little League. He’s looking to resolve any issues the league has with the Commission. Mancuso provided information regarding the Park’s Field Usage Schedule Procedure. He also provided the original paperwork the league filed last year, which did not include games or practices during the month of November this year or weekends in October. (*Editor’s Note; Mancuso provided the information in response to an e-mail by Mr. Offenhauser asking why their requests were not honored this year.*) In the past, prior to this year, the league has always requested field usage for late fall up including the month of November. Offenhauser asked if the schedule can be revised, due a scheduling error. Mancuso answered that the Commission would have to make that decision. Battaglia asked when he would know when the games and practices are scheduled. The schedule would be known in February or March prior to the season starting. Battaglia further added that

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changes can be made even after the schedule has been finalized.

The topic of frozen ropes being affiliated with the league was discussed. It was discovered recently that Frozen Ropes had clinics in the park; according to the Park's bylaws, a private business is not allowed to have a clinic in the park while being paid to provide that service. Smith Clove Park is a municipal park. The Commission further added that there has been a problem with leagues playing on the fields at times when they are not scheduled. It should not be assumed that just because the fields are free that it's ok to use them. Further discussion was had on the topic. Offenhauser apologized, on behalf of the MW Little League, for their past conduct and assured the Commission it will get better.

Pop Warner Football – Press Box Discussion

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 September 26, 2016 and Budget Workshop (October 17th) minutes for approval (draft).
2. A copy of a letter of resignation from park personnel.
3. A copy of the final report for the Pumpkin Painting Event.
4. A copy of correspondence from Megan Midtbo, regarding the Expectant Mother's Sign.
5. A copy of a resolution to re-open the hockey rink.
6. A copy of correspondence from Monroe Woodbury League regarding a field usage request.
7. A copy of 2016 MW Little League Field Request.
8. A copy of 2016 Cover letter to the Leagues. *Mancuso added that the Little Leagues request from last year ended in October. The Commission discussed continuing the schedule the fields for leagues, as intended. However, the leagues will be required to sign a contract, prior to the start of the 2017 Field Usage Schedule.*
9. A copy of an email correspondence regarding a travel baseball team field usage request. *Battaglia commented that the travel baseball team had enough time to present the requested paperwork. No paperwork has been submitted to date. Therefore, the request for field usage for the travel baseball team was denied.*
10. A copy of 2016 Pavilion Rental.
11. A copy of the Park's Calendar for November

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12. A copy of a flyer requesting letters of interest from volunteers who would like to join the Park Commission.
13. A copy of the Community Calendar guidelines. *Mancuso asked for the Commission to review the proposal. No political events will be added to the calendar.*
14. A copy of the YAC returned check log. *Mancuso added that one of the people who bounced a check has paid it. Morris offered to contact the remaining people on the list. This is the first time the amount of bounced checks is high.*
15. A copy of a list of 2016 Park Committee members
16. A copy of the Park ID's issued for the month.
17. A copy of the 2017 Park's budget workshop.
18. A copy of the 2017 Revised 5 year plan.

In other matters, a nominating committee is needed to seek nominees for the Chairperson and Adm. Chairperson for next year. The Turkey Trot is coming up on November 26th; Mancuso asked for Commissioners to volunteer for the event.

Park Manager Report:

Park Manager Truax advised he received the resignation letter from one of the maintenance employees whose last day was last Thursday. He's currently looking for a candidate to replace him. The candidate should be familiar with maintenance. A help wanted ad will be placed in the paper soon. The seasonal person is performing well. Further discussion was had on the topic.

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

Resolved, to accept the resignation letter from Anthony Mann (Laborer), as written.

Ayes: 7 Battaglia, Morris, Niemann, Calvano, Novack, Whitman, Vaccaro
Nays: 0

Old Business:

2017 Budget (Final Discussion)

During executive session the Commission will discuss the budget for the next meeting. Total increase from each Municipality is 7.87%. Town Budget meeting is this Wednesday. Both the Town and Village asked for a copy of the Park's Proposed budget.

Snack Bar Bid

The Commission discussed changing one of the requirements of the Snack Bar Bid; they decided to

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exclude payments from the Concession stand renter for utilities during the winter months from the bid. During the months of November through April, provided the concessionaire does not occupy the space the park will pay for the utilities expenses which average \$425 per month.

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

Resolved, that the revised Snack Bar Bid will state that the winning bidder will not be responsible for paying utilities from November 31st through April 1st.

Ayes: 7 Battaglia, Morris, Niemann, Calvano, Novack, Whitman, Vaccaro
Nays: 0

Lastly, the Commission decided to lower the minimum bid to \$3,600. Bid Opening is scheduled for December 13th.

Discussion: Written Agreement with Leagues

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

Press Box (Decision)

The Commission discussed the bid that was received regarding a new press box. The amount of the bid was more than what was anticipated. The Commission decided to reject the bid. Commissioner Vaccaro offered to do a design.

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

Resolved, to reject the Press Box bid from the Nickerson Corporation in the amount of \$90,366.00 .

Ayes: 7 Battaglia, Morris, Niemann, Calvano, Novack, Whitman, Vaccaro
Nays: 0

Field #4 Seating Update (As Built)

Battaglia stated he will follow up.

Land encroachment update

The Commission discussed the matter at the Village Meeting. Further discussion was had on the topic. *Please note that Attorney Gaba left the meeting that this time.*

Discussion: Recreation Aid

Help wanted ads for the position have been placed in the newspaper. Mancuso suggested, from the job function, it as a recreation aide.

Discussion: Project List

Note: The Commission suspended the agenda to discuss the walking trails. Afterwards the Commission returned to the agenda.

Commissioner Vaccaro reported that he is working on creating a walking trail system with an approximate budget of \$60,000. He will present a proposal during the upcoming Town of Monroe

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meeting. He also suggested using a material other than black top, to enhance the aesthetic in the park. \$20,000 is an appropriate starting budget, to be added to the Park's Budget for next year. The Commissioners praised Vaccaro for his efforts.

Discussion: (Re-purpose indoor racquetball)

Discussion was postponed.

Discussion: Winter Carnival (Skating)

Discussion was postponed.

New Business

2016 Committee Assignments

Playground: Nothing to report

Evening/Weekend Crew: Nothing to report

Park & Grounds Maintenance (Walking Trails, Parking Lot and Drainage): Previously discussed under Project List in Old Business

Concession Stand: Previously discussed during the Park Recreation Director's report.

Community Events: No new updates at this time.

YAC Committee: No new updates at this time.

League Scheduling: Previously discussed during the Park Recreation Director's report.

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

EXECUTIVE SESSION

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

to enter into executive session to discuss pending salaries for 2017 at 10:13 pm

Ayes: 7 Battaglia, Morris, Niemann, Calvano, Novack, Whitman, Vaccaro
Nays: 0

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

to exit out of executive session at 10:50 pm.

Ayes: 7 Battaglia, Morris, Niemann, Calvano, Novack, Whitman, Vaccaro
Nays: 0

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Authorization for motion to Approve and Pay the Bills

On a motion made by Commissioner Whitman and seconded by Commissioner Calvano.

Resolved, to approve and pay the bills.

Ayes: 7 Battaglia, Morris, Niemann, Calvano, Novack, Whitman, Vaccaro
Nays: 0

Please note that the Commission went back to the topic of the Gran Toro Exmark mower Maintenance needed to purchase, from September's minutes. The Gran Toro Exmark mower has been purchased. A resolution is needed to approve the purchase.

On a motion made by Commissioner Niemann and seconded by Commissioner Novack,

Resolved, to approve the purchase of the Gran Toro Exmark mower for \$10,798.28

Ayes: 7 Battaglia, Morris, Niemann, Calvano, Novack, Whitman, Vaccaro
Nays: 0

With no further business, on a motion from Morris seconded by Calvano the meeting was adjourned at 11:05 pm. Carried unanimously.

Priscilla C. Chang-Staley
Park Secretary