

FINAL MINUTES

Monroe Joint Park Recreation Commission, September 26, 2016

The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 26th day of September 2016.

PRESENT:	John Battaglia	Chairperson
	Ann Marie Morris	Adm. Chairperson (departed at 10:05pm)
	Andrew Calvano	Commissioner
	Laura Bollenbach	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 Mike Niemann

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

Please note that the agenda was suspended to discuss to the topic of the reserved parking signage for expecting mothers. Afterwards, the Commission returned to the agenda.

Approval of Minutes

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

Resolved, to approve the minutes of July 25, 2016, as written. After two months, the minutes approved.

Ayes: 5 Battaglia, Morris, Bollenbach, Novack, Whitman,
Nays: 0
Abstain: 2 Calvano, Vaccaro

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

Resolved, to approve the minutes of August 22, 2016, as written. However, August's minutes will be voted again in October.

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

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Privilege of the Floor – Public Concerns

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

Presentation – Reserved Parking Signage for Expecting Mothers (Meghan Midtbo)

MW High School student and Girl Scout, brought the reserved parking sign for expectant mothers to the Commission to view. 18 signs were created; four for the Village, eight for the school district, two for the Town and two for the park. She's planning on attending a Town Council meeting to present the signs there. The Commission applauded her efforts and was pleased with the sign.

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of the August 22, 2016 minutes for approval (draft).
2. A copy of the Press Box Bid results.
3. A copy of a Prevailing Wage Acceptance statement. *Mancuso noted the Department of labor project was approved after the fact and advised the Board that future public works projects need to be registered with the Department of Labor.*
4. A copy of a no parking notice. *Mancuso added these "reminder" slips are going to be given to Watch Guard; they will hand them out to the public as they enter the park. Slips may be placed on the windshields of illegally parked cars. He further added that there was an incident involving parking during Pop Warner event. There were people who were parking in prohibited areas instead of using the open parking spaces. Signs are being made to state no parking on the grass. Watch Guards on duty will monitor as well as Monroe Police. Commissioner Calvano asked if a Pop Warner could assign a parent to monitor parking. Further discussion was had on the topic. Mancuso added a game schedule was given to the parking enforcement department.*
5. A copy of the 2016 Yac Financial Report. *Mancuso highlighted \$138,594 in total revenue before expenses. Commissioner Calvano asked for the status of bounced checks that parents have written. Mancuso answered that for those who haven't responded, a second notice has been sent out. Further action would be decided by the Commission. With regard to next year, the families that have an unpaid balance, must be paid before their child can be registered. Further discussion was had on the topic. Looking ahead for next year, Mancuso noted he was interested increasing the salary line by having a watch guard on site at YAC as well as use it in other ways to enhance the YAC experience.*
6. A copy of the Park's Five Year Plan.
7. A copy of the Town of Monroe Budget Meeting Schedule.
8. A copy of the Park's Calendar for October.

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9. A copy of pedestrian crosswalk stop sign, to help curb traffic in the park. *Cost per sign is \$150.00*
10. A copy of the Worker's Compensation Administrative Decision.
11. A copy of the Trail Hike Final Report. *Mancuso reported the event never happened. However, one person who voiced an interest is a Boy Scout Leader who inquired about having Boy Scout Troops come to the next trail hike event. Adm. Chairperson Morris suggested if the Boy Scouts were interested in such an event, then the monies that were already designated to the event (in line item 7110-4491 Community Events) could be spent for a later event. Commissioner Vaccaro then proposed an obstacle type race to be held in the park, similar to the Spartan Race. He felt it would be a great way to introduce this type of race in Monroe. Park Attorney Gaba voiced concern regarding safety and possible insurance liabilities. Further discussion was had on the topic. It was decided that a Committee will be formed to further plan for the event, to possibly offer in lieu of or in conjunction with the Turkey Trot, which has seen a decrease in participation last year.*

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

Resolved, to use the monies (line item 7110-4491 Community Events) from the original trail hike event for the Boy Scout Event, (if it happens before November's meeting) for an amount, not to exceed \$750

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

12. A copy of correspondence to MOVAC, regarding coverage for the Turkey Trot.
13. A copy of information describing P.A.L. *Mancuso stated he has floated the idea by a few officers and it was well received.*
14. A copy of the Concession Stand Bid Package. *Mancuso asked if there will be a minimum bid amount and also noted that the current Concession Stand operator hasn't decided if he will exercise his optional year option. The Concession Stand Operator has the current field usage schedule and he plans on staying until November. Further discussion was had on the topic. The Commission decided to readdress the matter during October's meeting. In the interim, the Commission talked about perhaps requesting proposals to see who would be interested, and absorbing utility costs, during the winter months, which might encourage more bids*

On a motion made by Commission Calvano and seconded by Commissioner Vaccaro

Resolved, to decrease the minimum bid amount to \$2,500 (Editor's note: motion rescinded)

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

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After further discussion, the Commission decided to wait to see if the current Concession Stand Owner was going to exercise his option, as per the contract. Commissioner Calvano withdrew his motion.

15. A copy of a fictional character proposal to hire for the Holiday Tree Lighting Ceremony. *Mancuso added instead of an Elf to assist Santa, he is looking into having one of the characters from Frozen. He is waiting for a contract from the person. Discussion was postponed until next month.*

16. A copy of the Park ID's issues for the month.

In other matters, a nominating committee is needed to seek nominees for the Chairperson and Adm. Chairperson for next year. Lastly, the Pumpkin painting event that was originally scheduled on Sunday, October 30th has been rescheduled to Sunday, October 23rd due to Pop Warner's game that is scheduled for the 30th.

Park Manager Report:

Park Manager Truax advised two employment applications have been received, regarding the Seasonal Helper Maintenance position. Both candidates are qualified based on the information they submitted. However, one of them has more outside maintenance experience than the other. The position will last for two to three months.

He also reported that he's looking to purchase a Gran Toro Exmark Mower. The current one is five years old, which will be sold in an equipment surplus bid once the new one is delivered. Funds to purchase a new one is in the budget. Commissioner Vaccarro asked if there is a list which lists an inventory of maintenance equipment. Truax responded the list is with the Town but he can provide it.

Old Business:

Field#4 Seating Update (Final Payment)

Certified payroll was submitted as well as partial lien waivers? The Commission was supposed to receive a signed final release of lien from each of the subcontractors that did work on the project. The Commission agreed to pay but the checks will be released when the paperwork is received.

Land encroachment update

Park Attorney Gaba will talk to the Village board regarding the Town engineer's recommendations to remedy the encroachment issue. The next Town budget meeting is October 26th and the Park Meeting with the Village is October 18th

Website Upgrade Update

The website upgrade is still progressing and expanding.

Discussion: Recreation Aid

A job description, that matches the skills needed for the position, through Civil Service bids. Based on

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the job description, an ad will be placed in the paper.

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

Resolved, to create a new position entitled Recreation (Part-time) position.

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

Discussion: Project List
Discussion was postponed.

Discussion: (Re-purpose indoor racquetball)
Commissioner Vaccaro readdressed a possible solution which is to use the space for storage. Mancuso suggested the space can be used to have additional park programs. Chairperson Battaglia requested meet and discuss further with Vaccaro and to look into more ideas.

Discussion: Winter Carnival (Skating)
Park Manager Truax stated it's possible to use one of the retention ponds in the park for ice skating? Mancuso stated he's still planning the event.

Discussion: Spray Park
Commissioner Novack voiced concern that the playground equipment should be evaluated for updates before looking into a spray park. Adm. Chairperson Battaglia responded the concern should be addressed in the playground committee. Times in which the spray park can be used should be evaluated as well; to only have campers use it during YAC would be hard to manage. Further discussion was had on the topic.

New Business

Press Box Bid Results
Only one bid was returned. The Commission decided to reject the bid and will invite Pop Warner to come to the next park meeting to talk about what they would like to see for the press box. The Commission also discussed whether the new press box would have to be handicap accessible. Gaba clarified that the government looks at the overall plan for handicap accessibility not specifics. Once a plan was known, information would need to be in writing, outlining what was done.

2017 Budget Discussion
The Commission decided to have a special meeting to discuss the 2017 Park Budget. Date is scheduled for Monday, October 17th in the park's meeting hall at 7:30 pm. Chairperson Battaglia asked the Commissioners to review the budget and provide input for the budget meeting.

2016 Committee Assignments

Playground: Nothing to report

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Evening/Weekend Crew: Nothing to report

Park & Grounds Maintenance (Walking Trails, Parking Lot and Drainage): Commissioner Vaccaro is still working on the walking trail project. Adm. Chairperson Morris asked for cost estimates and the different stages. She also praised Truax and his department for the refreshing the Franklin Ave playground with mulch.

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

Community Events: No new updates at this time.

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

League Scheduling: Battaglia asked the Commission to review the Written agreement for the leagues to provide input and suggestions for October's meeting.

Please note that Morris left the meeting during the league scheduling discussion.

5 Year Plan/Long Range Planning: Matter will be discussed during the upcoming Park Budget meeting on Monday, October 17th. On a side note, Battaglia noted that the public should have more opportunities to use the park.

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 Commissioner Bollenbach. and seconded by Commissioner Whitman.

Resolved, to approve and pay the bills.

Ayes: 6 Battaglia, Calvano, Bollenbach, Novack, Whitman, Vaccaro
Nays: 0

With no further business, on a motion from Whitman seconded by Bollenbach, the meeting was adjourned at 10:30 pm. Carried unanimously.

Priscilla C. Chang-Staley
Park Secretary