

## Final Minutes

**Monroe Joint Park Recreation Commission, April 24, 2017**

**The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 24th day of April 2017.**

|                 |                                   |   |
|-----------------|-----------------------------------|---|
| <b>PRESENT:</b> | <b>Anthony Vaccaro</b>            | <b>Adm. Chairperson</b>                 |
|                 | <b>Ann Marie Morris</b>           | <b>Commissioner (arrived at 7:40pm)</b> |
|                 | <b>Andrew Calvano</b>             | <b>Commissioner</b>                     |
|                 | <b>Jonathan Novack</b>            | <b>Commissioner</b>                     |
|                 | <b>Emily Whitman</b>              | <b>Commissioner</b>                     |
|                 | <b>Laura Bollenbach</b>           | <b>Commissioner</b>                     |
|                 | <b>Joe Mancuso</b>                | <b>Park Recreation Director</b>         |
|                 | <b>Priscilla C. Chang- Staley</b> | <b>Park Secretary</b>                   |
|                 | <b>Steve Gaba</b>                 | <b>Park Attorney</b>                    |

**ABSENT: Chairperson John Battaglia**

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

Former Village Clerk Ginny Carey was present to observe, as well as Mary Elizabeth Burton.

### Approval of Minutes

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

***Resolved, to approve the minutes of March 27, 2017, as written***

***Ayes: 6*** Vaccaro, Morris, Bollenbach, Calvano, Novack, Whitman  
***Nays: 0***

On a motion made by Commissioner Calvano and seconded by Commissioner Novack

***Resolved, to approve the Special Meeting minutes of April 10, 2017, as written***

***Ayes: 5*** Vaccaro, Morris, Calvano, Novack, Whitman  
***Nays: 0***  
***Abstain: 1*** Bollenbach

### Privilege of the Floor

Since no one was present to speak from the public, the commission returned to the agenda.

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**Women's Softball (Monday Night Time Slot)**

Peggy Mullahy, Paula Himelson and Kathleen Metcalf, representatives from Women's softball were present to speak. Mancuso explained that he met with all of the leagues who applied for field time individually, including Women's Softball. Various matters were discussed including the importance of having field available for public usage. In the past Women's softball had requested Monday nights as part of their field request. He noted that last year's Monday schedule wasn't used as much. This year's final field usage schedule, which was approved by the Commission during the April 10<sup>th</sup> park meeting, reflected Mondays would be unavailable to leagues but for public usage. Women's Softball is looking to contest the final schedule. Mrs. Metcalf and Mrs. Mullahy concurred they met with Mancuso to discuss various matters including the schedule. They were not happy with not having Monday nights; they've have the same days requested for years. They've paid their dues consistently in addition to paying for the lights. Speaking specifically regarding lights, the public doesn't use the fields with the lights. There are times where the lights don't come on at the times they are supposed to. Monday nights are needed for makeup games; currently they have four games they need to make up. The Commission stated that they would like to work with the leagues as well as meet their needs. They will continue to discuss and make a decision.

**Request; Mens' Softball (Storage Box)**

Mancuso stated the Men's Softball sent in a request to use the small electric house to put their equipment. He advised that there isn't enough space in the shed; he suggested they be allowed to install a 3x5 lock box by the dugout similar to what Little Leagues are currently using. The Commission agreed with his recommendations adding that safety is a concern as well.

Please note that the Commission suspended the agenda to address the new Concession Stand owners. Sal and Christine Scancarello introduced themselves to the Commission and asked for any input, since they started. The commission liked the new signs that were posted. However, they (Sal and Christina) requested a copy of the latest league's usage schedule. Mancuso advised them that they already have what he has and he does not have a schedule for leagues games. There was a situation where he planned for be open during one of the Leagues practices. The League didn't show up and notified just the parents and coaches. Sal was not notified of this cancelation. This lead to the loss of business for him on that day; Sal planned for staffing and ordered food to be prepared for customers. Further discussion was had on the topic.

**Request Men's Softball (Storage Box)**

Since there was no on present to discuss, the Commission continued with the agenda.

**Park Recreation Director Report**

Mancuso provided an update regarding Field#3. Morris asked for a followup via email.

The past due balance for water usage, from the previous Concession Stand Owner, has not been paid. As a result, the amount has been re-levied into the water bill. The balance is now \$75; a late fee has been added. The tax payer shouldn't have to pay for the fee, if the funds used to pay it are coming from

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deposit escrow. Further discussion was had. Park Attorney Gaba suggested that the Commission ask the Village to waive the fee. It was decided that the Commission will wait for the amount to be credited on next month's water bill. It was also decided that Chairperson Battaglia will contact the Village to ask for the fee to be waived.

Mancuso then continued to report the following information to the Commission:

1. A copy of tonight's meeting agenda with background information
2. A copy of March 27, 2017 Park Meeting minutes (draft).
3. A copy of the April's special meeting on the 10<sup>th</sup> (draft).
4. A copy of a resolution for a Watch Guard hires. *Mancuso added that two more Watch Guards are needed. Greg Williams was approved to work as the new Watch Guard; another candidate Luis Roman was interviewed recently. He's currently employed in the Monroe Woodbury School as a security guard. It was decided that Luis Roman will be hired at a rate of \$13 per hour.*

On a motion created by Commissioner Calvano and seconded by Commissioner Novack

***RESOLVED, to approve the candidate Luis Roman for the part-time Watch Guard position for hire, address is 49 Redwood Drive, Highland Mills, conditional upon receiving a background check satisfactory to the Commission,***

***RESOLVED further, the position is at a rate of \$13 per hour with a probationary period of 1 year from the time of hire.***

***Ayes: 6***          Vaccaro, Morris, Bollenbach, Calvano, Novack, Whitman  
***Nays: 0***

5. A copy of an email correspondence regarding Women's Softball complaint. *The Commission reviewed the Women's Softball league field request approved amended it. Mancuso will advise the Women that they can use field 3 on the second and fourth Monday of the month, from 8 to 10:30pm.*
6. A copy of May's Park Calendar
7. A copy of Park Ids issued. There were 52 renewals.
8. A copy of the 2017 YAC staff who applied. *Mancuso asked the Commissioners to review the list and provide comments and recommendations on anyone they know from the list. He further added that six more YAC staff is needed.*
9. A copy of PA system information. *Mancuso received three quotes (Visaplex, Electronics Worldwide and All Pro Sound) and provide some comparisons of each one. He will continue to investigate further.*

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10. A copy of the Open Field schedule. Mancuso created an open field schedule for public usage. The first and third Mondays of the month will be reserved. Residents should have their current Park Id to use the park. He also outlined a schedule for the tennis and basketball courts as well as the In-Line Skate Park. Morris asked for a picture of the Red Light system to be posted on the Park's website to help people see what the red light system is. Not too many people know what to look for or where it is located in the park. Mancuso stated that Dylan has added to the website, a page about pavilion rentals with pictures. Mancuso will look into adding pictures of the redlight system.

11. A copy of Bioswale infrastructure information. Bioswales is an infrastructure that catches and filters water then distributes purified water to a larger area for water distribution. After discussion, the Commission felt that the proposed infrastructure project would not be suitable for the needs of the Park.

12. A copy of a thank you letter to MOVAC, thanking them for their assistance in the Egg Scramble event.

13. A copy of pictures of the electric shed. Pictures of the shed were distributed to the Commissioners for review. After a discussion, they denied the Men's Senior Softball League request to have storage space inside the electric shed.

14. A copy of the Return check log. Mancuso noted that some of the people on the list are still unpaid from YAC last year. Three letters were sent to them; the last letter informed them that further legal action would be taken if they didn't respond. Morris asked the question if there is a clause stating the current years YAC registration would be in jeopardy if the previous balance isn't paid first. Mancuso stated in the past, the parent is asked to pay the arrears in addition to the new YAC registration fees. Gaba suggested a policy is needed which should include future registration will be affected. Cash would be the only payment accepted. Mancuso will come up with a policy for YAC and present it to the Commission at next month's Park Meeting.

15. A copy of April revenue.

16. A copy of the Monthly Budget Statement. A statement outlining the budget will be provided going forward.

**Old Business**

**Wally Ball Court (Update)**

The project is still being worked on. Mancuso is presently looking for flooring that would work the best. The existing surface made of concrete is usable at this time. Morris suggested proxy is not a good choice. Further discussion was had on the topic.

**Press Box**

No new updates at this time. The new quotes didn't contain the correct specifications.

**Land Encroachment (Update)**

Gaba stated that he's waiting on the Town to make a decision as to how to proceed.

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Revisit Goals and Objectives for 2017

The Mancuso suggested the goals and objectives for the Commission should be adopted to assist in decision making and keep the Commission focused. Further discussion was had on the topic.

Fee Schedule

A resolution is needed for other Park fees and the revised YAC salaries. Discussion was postponed until next month.

Discussion: Project List (2017)

Discussion was postponed until next month.

Trail Update

Novack noted that the new 4ft path will need to be paved with a 5 ft paver. Vaccaro added that the prep work for the trail should start soon. A discussion is needed with the Town and the Village to go over the final details.

Please note the Commission suspended the agenda to discuss the O&R Bill. New electric rates are needed. Further discussion was had on the topic.

Plans Retirement

The retirement party for Paul Truax is being planned. No date has been set at this time.

2017 Committees Assignments

Vaccaro asked the Commissioners if there are any volunteers who would like to be part of the Advisory Committee, as previously discussed during the last meeting. No one volunteered.

**New Business**

Playground

Novack spoke about a meeting he had with a playground equipment company. They discussed various ideas such as preserving existing equipment, how to maintain compliance, etc. A landscape architect was recommended as someone who could provide examples of what the area could look like as well as provide a budget. Novack asked for input from the Commission.

PA System

Previously discussed in the Recreation Director's report

List YAC Staff Applied

Previously discussed in the Recreation Director's report

Eyeglass Allowance

Morris recommended increasing the eyeglass allowance for Full Time Park employees from \$300 to \$400. Currently there isn't a vision plan being offered to the employees but a reimbursement policy. Recently the Town has increased theirs. The Park budget line item for this expense would have to be increased to accommodate.

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

***Resolved, to increase employee eyeglass reimbursement from \$300 to \$400 annually; this would amount to a \$500 increase to line item #J000-9089-8001-00 Employee Benefits Eye care. The Board would adjust the line item when and if it comes necessary.***

***Ayes: 6*** Morris, Calvano, Vaccaro, Whitman, Novack, Bollenbach  
***Nays: 0***

**Watch Guard Hire**

Topic was previously discussed during the Recreation Director's report.

**Authorization Resolution**

Morris asked if the new Park Maintenance staff should stagger their shifts. Having the shifts staggered would create more of a presence in the park for the public. Mancuso suggested waiting until they have more training. He also added that the Watch Guards should be more of a point of contact to the public. As maintenance staff becomes more acclimated in the park, they will learn that aspect of the job in time. For the next two weeks, it was agreed that there should be more of a presence in the park, as well as the start of the Fall Season and Pop Warner.

The Commission discussed overtime for park employees. Mancuso reported Recreation Aid Dylan Begany was paid overtime for special park events that occurred on the weekends. Any over time that was approved was previously authorized by Paul Truax. Further discussion was had on the topic. Since Paul has retired, a new person is needed to provide authorization.

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

***Resolved, to permit Park Recreation Director Mancuso to authorize overtime, subject to preapproval from the Commission***

***Ayes: 6*** Morris, Calvano, Bollenbach, Vaccaro, Whitman, Novack  
***Nays: 0***

**EXECUTIVE SESSION**

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

***to enter into Executive Session to discuss a personnel matter at 10:28 pm***

***Ayes: 6*** Morris, Calvano, Bollenbach, Vaccaro, Whitman, Novack  
***Nays: 0***

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

***to exit from Executive Session and return to open session at 10:45 pm***

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***Ayes: 6***        Morris, Calvano, Bollenbach, Vaccaro, Whitman, Novack  
***Nays: 0***

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

On a motion made by Commissioner Morris and seconded by Whitman

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

***Ayes: 6***        Morris, Calvano, Bollenbach, Vaccaro, Whitman, Novack  
***Nays: 0***

With no further business, on a motion from Morris seconded by Whitman, the meeting was adjourned at 10:55 pm. Carried unanimously.

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Priscilla C. Chang-Staley  
Park Secretary