

Final Minutes

Monroe Joint Park Recreation Commission, February 27, 2017

The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 27th day of February 2017.

PRESENT:	John Battaglia	Chairperson
	Anthony Vaccaro	Adm. Chairperson
	Ann Marie Morris	Commissioner
	Andrew Calvano	Commissioner
	Laura Bollenbach	Commissioner
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner (departed @ 9:48 pm)
	Joe Mancuso	Park Recreation Director
	Paul Truax	Park Manager
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

Note: Employees Dylan Begany and John Wentland attended to observe.

ABSENT:

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 Vaccaro and seconded by Commissioner Whitman

Resolved, to approve the minutes of January 30, 2017, as written

Ayes: 4 Battaglia, Vaccaro, Morris, Whitman

Nays: 0

Abstain: 3 Calvano, Bollenbach, Novack

Privilege of the Floor – Public Concerns

Since there was no one present to request permission to use the park from the organization Learning Experience, the Commission continued with the agenda.

Boy Scout Michael Serringer, from Troop#340, presented a recyclable and trash bin proposal to be placed in the park for his Eagle Scout project. He stated that he, along with his troop, will be building the units. The units will be designed to fit the Park's current garbage and recyclable 55 gallon containers. In addition, the units will be labeled with signs for trash and recyclables as well as painted to finish. He estimates that the project should be completed by January 2018. He will first need an approval from the Park Commission to proceed and then he can proceed to the Boy Scout Council for their approval. Fundraising will be needed but he noted that not too many supplies are needed. The Commission liked

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the idea and approved his proposal. They also asked for updates as the project progresses.

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

Resolved, to approve the recyclable/trash area Eagle Scout Project proposal.

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

Boy Scout Chris Serringer, from Troop#340, spoke to the Commission regarding an Eagle Scout project he would like to propose for the park. He would like to install a giant checkerboard in the park to promote community involvement. A sign with the rules of the game would be posted nearby. He's looking to construct the area with his troop, using 12 inch by 12 inch pavers. He's still deciding what materials for the playing pieces to use and where they will be stored. The checkerboard should be placed by the pavilion. He's looking to receive an approval from the Park Commissioners so that he can proceed to the Boy Scout Council for final approval. The Commission had concerns as to where the playing pieces will be stored. The Scout Master, who was also present during the meeting, explained he will continue to work with the Commission to find an appropriate place. He further explained that the project will be designed by Michael along with his planning and seeing it executed with the troop but there would be adult supervision and assistance. The Commissioners stated they are in favor of the project. However, they asked if the scout could continue to plan and return to a Park Meeting with more detailed information. In the interim, the Commissioners decided to approve the project so that the scout can further his proposal with the Boy Scout Council.

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

Resolved, to approve the giant checkboard area Eagle Scout Project proposal, pending more details as they become available.

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

A request was made by e-mail to Mancuso for a travel team to have scheduled time at the batting cages. No one was present from the Travel Baseball league to request usage of the park's batting cages. Mancuso stated that he's not certain if their request is possible, due to the current scheduling conflicts. Mancuso further explained that teams use the cages during their practices and at times when the fields are not necessarily playable during regular scheduled league time.

Chris DiLorenzo, representative from Pop Warner, spoke to the Commission regarding press box proposals. He presented three quotes for the Commission to review; each quote would have the press box installed in a new location close to the road for 3 to 3.5 feet of unobstructed visibility. The first quote of \$21,900 is from Gagliard Builders; their example shows a 12x20x9 foot shed with corner windows at a 45 degree angle. Structure can be built on site in the park. Roof top would be pressure treated and a railing and handrail will be installed. The second quote of \$11,920 is from Greys Woodworks. The building would be 20x10 feet and it would be built offsite but delivered to the location. There is also a flat roof option with extra support beams for standing for \$6,500 and a rubber

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membrane hatch and railing for a total of \$18,420. The third quote of \$14,000 is from Teepee Construction and it is for a 20x10 foot structure that can be built onsite. With all three companies, there can be add-ons such as adding an interior to the building, installation and paneling of electric. All interior materials would be the same but the materials used for the exterior may vary. Shutters guards were provided at a quoted cost of \$500 per window, which could be added on at a later date. Dilorenzo added that having the structure built onsite would allow the project to be monitored. In each of these quotes, the size of the proposed structures is larger than the existing one and the placement of it would be closer to the road. Volunteers from Pop Warner could assist with a “community build” to construct the press box. Further discussion was had on the project. Park Manager Truax stated the new press box would have to same size as the present one (10 x 18 feet) and it would have to be placed on the concrete slab in the same spot as the existing one as the foundation was installed during the upgrade and is specific in size and location. The Commission asked for new quotes to reflect the design specs they are looking for. They also advised that the volunteers from Pop Warner who participate in a community build would have to be covered by insurance, even though the type of event would help save money. Further discussion was had on the topic. Ultimately, one design concept is needed which should reflect a 10 x 18 press box, with 45 degree corners before quotes can be obtained. Battaglia asked Truax to find an engineer to complete the new design specs.

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of the January 30, 2017 minutes (draft)
2. A copy of the YAC Trip bus agreement for 2017.
3. A copy of the Park’s activity calendar for March.
4. A copy of a list of Park Ids issued for February. *There was a slight increase in people getting park ids due to the Winter Festival and due to parents registering their children for park classes.*
5. A copy of an updated list of returned checks from YAC.
6. A copy of the park’s Spring Classes for Toddler’s and Preschool flyer. *Registration will be on March 8th. Nature and animal classes were added to the curriculum.*
7. A copy of the Spring High School Sports Program flyer. *Flyer will be advised in the Photo news this week.*
8. A copy of the proposed Eagle Scout Projects, from scouts Chris and Mike Serringer.
9. A copy of the request to use the batting cages via email from the Travel baseball.
10. A copy of the Winter Festival final report. *Mancuso added that the event went well. He thanked the Commissioners who volunteered.*

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11. A copy of an event request for Arbor Day. *Mancuso added that he would like to have the event similar to last year where people or groups could come to the park to plant trees. Approximately five trees will be planted. Battaglia asked Mancuso to contact the Monroe Garden Club to see if they would like to participate.*

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

Resolved, to approve the Arbor Day event, to be held on Thursday, April 30th from 1 pm to 3pm, at a cost of \$2000.

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

Nays: 0

12. A copy of the Arbor Day flyer.
13. A copy of a letter from Mary Beth Burton regarding her interest in joining the Commission as a Commissioner.
14. A copy of a letter to the Town Board requesting the appointment of a new Commissioner, Mary Beth Burton
15. A copy of a list of Maintenance Applications. *Mancuso asked the Commission to review them.*
16. A copy of Park Id Schedule (Draft).
17. A copy of a letter from a Park Program Aid regarding a request for a pay increase. *An executive session is needed to further discuss.*
18. A copy of a salary comparison for the program aide position in the area.
19. A copy of the 2017 Committees (draft).

In other matters, the topic of conflicts in this year's field usage schedule was addressed. There is concern regarding the schedule and how time should be allocated for public usage. Based on the leagues meeting, previously held on January 30th, the Commission agreed that the leagues should have a better understanding on the Commissions expectations, going forward. The discussion concluded with Commissioner Calvano and Battaglia forming a committee to review the field usage schedule.

A copy of the affirmation and release from Liability form was distributed to the Commission. The form is for required for players who sign up to voluntarily participate in the Smith Clove Park's After-School Basketball and Beach Volleyball leagues.

Lastly, the topic of MW buses being used for YAC was readdressed. A resolution is needed for Battaglia to sign the YAC Bus lease contract.

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

Resolved, to authorize Chairperson Battaglia, to sign the 2017 MW Bus Lease Agreement for the buses to use during YAC.

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

Park Manager Report:

Park Manager Truax advised the 2016 Park Budget Year has been closed out. A contractor is needed to do field maintenance on Field#3. There is also a need to improve the drainage of the fields, as well. Topic was previously discussed during the January 30th meeting. (Please note that Commissioner Whitman left at this time.) In response to the concerns voiced by Men's softball as to the condition of the field, Truax had a professional take a look at the field#3 softball field; he debunked most of the claims made and recommends putting additional clay by first and second base to amend that area and a few other minor adjustments to help it drain. A mat may be needed at the pitcher's mound. Since the field usage schedule starts April 1st, Truax feels the work can be completed by then. Further discussion was had on the topic.

Old Business:

Snack Bar Bid

The Snack Bar Bid was awarded at last month's meeting (January 30th).

Land encroachment update

Gaba provided an update regarding the land encroachment issue.

Revisit Goals and Objectives for 2017

No new updates regarding goals and objectives for 2017 so the Commission continued with the agenda.

Fee Schedule

No new updates regarding the fee schedule so the Commission continued with the agenda.

New Business

Request for Commission Appointment: Mary Elizabeth Burton

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

Appraisal Discussion

No new updates regarding the appraisal discussion so the Commission continued with the agenda.

Discussion: Project List 2017

Battaglia asked for the Commission to decide what projects they would like to work on this year. Further discussion was had on the topic.

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2017 Committee Assignments

Battaglia asked for the Commission to review and participate in the Committees.

Discussion: Executive Committee

Vacarro proposed forming an Executive Committee to help with many of the tasks the Commission would like to accomplish. The Executive Committee would consist of one representative from the Town and one from the Village, as well as have term limits and guidelines. He would continue to work on developing the proposal and present for the next meeting. Attorney Gaba offered that the proposal could be done; the committee could be empowered to make decisions and meet more than once a month. Further discussion was had on the topic.

Discussion: 2017 League Schedule

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

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 10:23 pm

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

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

to exit from Executive Session and return to open session at 10:40 pm

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

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

To deny a salary increase to the program aide Gwenn Downes

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

Authorization for motion to Approve and Pay the Bills

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On a motion made by Bollenbach and seconded by Novack

Resolved, to approve and pay the bills.

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

Nays: 0

With no further business, on a motion from Novack seconded by Vaccaro the meeting was adjourned at 11:00 pm. Carried unanimously.

Priscilla C. Chang-Staley
Park Secretary