

FINAL MINUTES

Monroe Joint Park Recreation Commission, May 22, 2017

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 22nd day of May 2017.

PRESENT:	John Battaglia	Chairperson
	Anthony Vaccaro	Adm. Chairperson
	Laura Bollenbach	Commissioner (arrived at 7:45pm)
	Andrew Calvano	Commissioner
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT: Commissioner Ann Marie Morris

Chairperson John Battaglia called the meeting at 7:30 P.M, with the Pledge of Allegiance. Park Recreation Aid Dylan Begany was present to observe.

Approval of Minutes

Please note the Commission suspended the agenda at this time to discuss Privilege of the Floor, Women's Softball revised field request, Pop Warner Flag Football and Tackle additional field time requests. Afterwards, the Commission returned to the agenda.

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

Resolved, to approve the minutes of April 24, 2017, as written

<i>Ayes:</i> 5	Vaccaro, Calvano, Bollenbach, Whitman, Novack
<i>Nays:</i> 0	
<i>Abstain:</i> 1	Battaglia

Privilege of the Floor – Public Concerns

No one was present to speak from the public. The Commission returned to the agenda.

Women's Softball (additional field time)

Topic was discussed during Pop Warner Flag Football.

Pop Warner Flag Football

Vicky Sullivan, representative from Pop Warner Flag Football, thanked the Commission for their

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support. Due to games being canceled due to the rain, they lost three of the eight weeks of their season. They are asking for additional evenings to make up games; they are flexible with what ever days the Commission decides. Battaglia replied that the Commission will do their best to accommodate their league; other leagues are facing the same kind of situation and accommodations will be made for them as well. He suggested other local fields that could help provide the ability to make up their games. He looked into scheduling but couldn't find any information. He also added that the Commission is looking to provide one day a week for the public; field 6 is the area that will be primarily for public use only. Peggy from women's softball added to the discussion that Wednesday nights is not a good to schedule games, since it's during the work week. Many of the players will not be able to play during the week. Monday nights traditionally, has worked for most of their players. The women's league is also asking to be able to start earlier on Monday nights, as well as have three more Monday's to play. Specifically they are asking for all Monday's in June and possibly Monday, July 10th. Their league has lost 13 games due to weather cancelations. The Commission voiced concern regarding the fields having enough time to rest. Over time, constant usage of the fields will eventually show signs of wear. The Commission decided to approve women's softball the first two Mondays; after those two Mondays, the fields will be evaluated. Battaglia advised that he is aware of the fact that some of the teams have a small number of Monroe residents. The majority of the players on their league and others should be Monroe residents. Peggy agreed that they will reevaluate their rosters next year and plan accordingly.

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

Resolved, to approve Women's Softball revised field request to add more Monday Nights, from 6-11pm, on a week by week basis. Commission will reevaluate the fields each week.

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

Pop Warner Tackle (Non-contact football camp)

Pop Warner Scully spoke to the Commission regarding a non-contact football camp. In the past, they've had as many as 70 children participate. Event will be held during the first two weeks in July, Monday to Friday for 4 weeks. Currently Little League has use of the fields they are requesting; Scully further explained that they can work around the Little League's schedule. They also have a picnic at the end of the camp. Coaches from Pop Warner and Varsity Football players help with the campers. Field 4 is needed because a great number of children come to the camp; it is easier to manage them on one field. Cost per player is \$50; part of the cost goes to teeshirts and the remaining amount goes towards the purchase of food at the Park's Concession Stand. Campers are between the ages of 8 to 11 years old. The Commission suggested alternatives such as splitting the camp in groups and playing on different fields. They also advised that July is a critical month for fields. Scully responded by stating Pop Warner have always been conscientious of the field conditions by frequently rotating groups on them. In addition, the players don't use long cleats. Scully alleges that Little League hasn't had a tournament in years. However, if they, meaning Little League, did need to use the fields during the first two week of July, Pop Warner can make other arrangements. Lastly, the camp will end with a picnic on July 27th from 5:30 pm to 7:30pm; the league will utilize the Park's Concession stand for refreshments. The Commission will review their request and make a decision. Mancuso reminded Mr. Scully, that there is a separate form to fill out to rent the Pavilion which must be submitted.

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EMT Fireman (Conduct)

Topic was discussed under Senior Men's League. A representative was asked to appear tonight but has not.

Senior Men's League (Conduct)

A representative was asked to appear tonight but has not. Mancuso reported that evidence of alcohol consumption was found by the field after both the EMT Fireman's League and the Senior Men's League games recently. Alcoholic containers were found near where they were playing. He presented proof to the Commissioners to review. He further added that on the field usage application, it specifically states that no alcohol can be consumed on park property. The Village Code, which the Park's policies coincide with, also states no alcohol. Vaccaro stated there should be policies in place for people who violate it; penalties should be administered for first time offenders with increased severity if it happens more than once. Ultimately Monroe Police makes the decision to confront the offenders. Battaglia asked for the Park Attorney Gaba to prepare a policy which includes penalties. The Commission also decided that a notice would be sent to the leagues, referring them to the agreement they signed for field usage. Further action could lead to suspension of the league in the park.

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of May's agenda with narrative.
2. A copy of April 24, 2017 (draft).
3. A copy of the Park's Calendar for June.
4. A copy of an event request for a Talent Show. *Mancuso stated the Monroe Cheese Festival will not be held this year. The "Action of Monroe" Committee is planning the Talent show "Monroe's Got Talent" as well as paying for expenses. The event will be held on either Saturday July 22nd or Sunday July 23rd, between 2pm to 4pm. A resolution is needed to approve the request. He also noted at the bottom of the request is a Goal and Objective section; this section is for the Commission to refer to in their discussions.*
5. A copy of a property appraisal quote.
6. A copy of correspondence to the Monroe Town Board, regarding Town Councilman McQuaid remarks at a previous Town Meeting.
7. A copy a picture of the park's toddler playground. *Mancuso proposed a barrier or a planting of some kind. The barrier could be placed by the road or the playground area.*
8. A copy of the Park's picnic schedule.
9. A copy of 2017 YAC registration Ad. *Registration will start on Tuesday, May 30th. Mancuso asked for assistance with YAC registration from the Commissioners. Registration during the*

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weekdays is on Tuesday, May 30th to Friday, June 9th 10:30 am to 4:30 pm. Evening registration is on Wednesday, May 31st and June 7th from 6:00 pm to 8:00 pm. Saturday registration is on June 3rd and June 10th from 11:00 am to 1:00 pm.

10. A copy of a correspondence to the Town of Monroe, regarding two Watch Guard Hires.
11. A copy of storage tank inventory.
12. A copy of Eagle Scout Paperwork from James and Michael Serringer. *Project proposals were previously presented to the Commission at February's Park meeting.*
13. A copy of pictures of the park's racquetball fence. *Mancuso stated the fence needed to be replaced. Pictures showed the areas that needed to be addressed.*
14. A copy of the electric box by the lower pavilion. *Mancuso stated that he's looking to bring power or electricity to the pavilion (on one of the poles inside). He's met an electrician to look into this. This project would include removing the blacktop and installing fencing. He's currently waiting for a quote.*
15. A copy of a return check policy (draft).
16. A copy of a red light procedure. *Mancuso proposed two ideas for the procedure. He suggested removing the plywood and replacing it with a sign. Further discussion was had on the topic.*
17. A copy of a Saturday Work Schedule. *Mancuso put together a task list for maintenance to complete on Saturdays. A task/check list is being created also for the playground, to be completed on a weekly basis. He also suggested some examples of staggered work schedules.*
18. A copy of the Maintenance 2017 spring/summer project list. *Mancuso suggested project proposals for maintenance for the Commission to review. Some of the projects can be completed sooner than others. He also added that he's ready to move forward with the PA system project. Further discussion was had on the topic. Vaccaro asked about the asphalt back exit project; can this same company help with the trail. According to Vaccaro, the highway department will not be able to do the work of laying black top on the trail; they can assist with the equipment rental and providing tracks. The Commission will have to hire a company to lay the black top. Paving done by hand, is the best way to do the job. Further discussion was had on the topic.*
19. A copy of the 2016 returned check log.
20. A copy of the 2017 YAC candidates. *He asked the Commission to review the list and provide feedback and recommendations. June 8th is orientation. All applications will need to go through the civil service process. All applicants over 18 must have background checks. A resolution is needed to approve the list.*

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On a motion made by Chairperson Battaglia and seconded by Commissioner Bollenbach

Resolved, to authorize the 2017 YAC personnel, as presented.

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

Please note that the Commission suspended the agenda at this time to readdress the Town Councilman McQuad and 2017 YAC Personnel topic. Calvano asked for an update regarding the matter. Battaglia advised matter should be addressed at a Town meeting. Head counselors and bus drivers will see salary increases. However, a nurse and/or an EMT are still needed. An ad will be placed in the paper; in the interim, Mancuso will continue to ask around.

In other matters, Mancuso informed the Commission, as per the Town, all departments are authorized to make their own deposits. An account system will be created to keep track of the monies.

Mancuso suggested training or certification for employees. The Commission agreed; a new line item to the budget to accommodate training is a good idea.

Recreation Director's Report

Water Bill (Re-levy)

Topic was discussed under new business.

Old Business

Press box

The Commission readdressed the topic. Mancuso will request a RFP from the three companies Pop Warner previous requested, after verifying their specifications.

On a motion made by Adm. Chairperson Vaccaro and seconded by Whitman

Resolved, for Mancuso to verify with Pop Warner on their specifications for the press box. He will then request a RFP from the three companies previously requested.

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

Land Encroachment

Park Attorney Gaba reported no new updates. Commissioner Bollenbach noted that a boundary was placed around the property in question. Part of it is on park property. It is not known who placed boundary poles there. Further discussion was had on the topic. It was decided the boundary poles will be removed only where it is on park property.

Revisit Goals and Objectives

Mancuso suggested to review and adopt them to help guide the Commission with decisions. Battaglia

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agreed.

Fee Schedule

Mancuso advised the fee schedule for other park services should be analyzed and updated wherever the Commission deems necessary.

Trail Update

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

Plans Retirement

The retirement party for Paul Truax is scheduled for Thursday, June 8th. Twenty people have rsvp'd; eighty people were invited. Park Recreation Aid Dylan is putting together a slide show of Paul over the years. Mancuso is looking into presenting a watch, a plaque and a few other gifts.

2017 Committee Assignments (Advisory Committee)

Adm. Chairperson Vaccaro volunteered to be on the Advisory Committee.

New Business

List of YAC staff hired (Salaries)

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

Watch Guard Hire

Another candidate, highly recommended, is being considered for hire. Further discussion was had on the topic.

Hockey Rink Quotes (Resurfacing)

Two RFPs were returned. One quote from Sport Tech is for \$19,900. The other from Sport Surfaces is for \$36,000. Further discussion was had on the topic. The Commission decided to award the bid to Sport Tech Construction.

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

Resolved, to award the Hockey Rink project bid to Sport Tech Construction, for the amount of \$1,900.

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

EXECUTIVE SESSION

Since there are no topics to discuss in executive session, the Commission continued with the agenda.

Note the Commission suspended the agenda to readdress the topics of Pop Warner Flag Football, maintenance report, water bill, Wally ball and overtime. Afterwards, the Commission returned to the agenda.

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A resolution is needed regarding Pop Warner additional their field request, for Flag Football. The following dates were suggested; June 7th, June 8th, June 14th and June 15th. Whitman will confirm those dates are good. Adm. Chairperson Vaccaro reminded everyone that a dedicated field, such as in field#6, should be made consistently available to the public.

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

Resolved, to award Pop Warner field time on field 6 for Flag Football camp from 5:00 pm – 8:00 pm (on the following dates, June 7 through the 15th).

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

Mancuso reviewed the Maintenance report (dated May 22nd) with the Commission. He also provided recommendations for maintenance to address. Drainage, removing the lip between the infield clay and outfield grass, etc. are two examples.

Park Recreation Aid Dylan reported he's still working on the Wally Ball proposal.

The topic of the water bill was discussed, as well. Chairman Battaglia will follow up with the Village to find out what can be done.

Novack asked for graffiti to be removed from the racquetball wall. Mancuso will take care of it.

Vaccaro reported he reviewed the Park's employee handbook. According to the handbook, the policy states employees who work up to 40 hours are paid their regular hourly rate. For employees who work more than 40 hours, the hourly rate increases to time and a half. However there are instances an employee who works over time can earn comp time. Comp time must be used within 90 days of when it was accrued. Over time must be approved. Mancuso stated he's kept track of the hours he's worked, including comp time. He added he will start using comp time as well.

Authorization for Motion to Approve and Pay the Bills

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

Resolved, to approve and pay the bills

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

With no further business, on a motion from Whitman seconded by Bollenbach, the meeting was adjourned at 10:34 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary