

FINAL MINUTES

Monroe Joint Park Recreation Commission, November 27, 2017

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

PRESENT:	John Battaglia	Chairperson
	Anthony Vaccaro	Adm. Chairperson
	Ann Marie Morris	Commissioner (departed at 8:49 pm)
	Laura Bollenbach	Commissioner
	Andrew Calvano	Commissioner
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner
	Mary Elizabeth Burton	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT:

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

Approval of Minutes

Please note the approval of the minutes was postponed until a quorum was reached.

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

Resolved, to approve the minutes of October 23, 2017, as written.

Ayes: 5 Battaglia, Morris, Bollenbach, Calvano, Burton
Nays: 0
Abstain: 3 Vaccaro, Whitman, Novack

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

Resolved, to approve the minutes of September 25, 2017, as written. After two months, minutes were approved

Ayes: 8 Battaglia, Morris, Vaccaro, Calvano, Bollenbach, Novack, Whitman, Burton
Nays: 0

Privilege of the Floor – Public Concerns

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No one was present to speak from the public. Monroe resident Rehman Shukr was present in the audience to observe.

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of October 23, 2017 (draft) minutes.
2. A copy of the Park's Calendar for December. *Registration for classes in the Winter 2018 Program begins on Wednesday, December 6th.*
3. A copy of a memo to the Board.
4. A copy of a letter to MOVAC, thanking them for their assistance in the Turkey Trot.
5. A copy of a letter to Monroe Police, thanking them for their assistance in the Turkey Trot.
6. A copy of a press release to the Photo News regarding the new Turkey Trot course.
7. A copy of the Holiday tree lighting flyer. *Volunteers are needed to assist.*
8. A copy of the 2018 Winter Park Programs. *Mancuso added after school classes will be added during this session.*
9. A copy of a Q and A about prior written notice laws as it pertains to street and highways.
10. A copy of a Community Project application (draft). *As previously discussed, Mancuso composed a draft for the Commission to review.*
11. A copy of correspondence with the insurance company, regarding Oslacky.
12. A copy of a display ad for Park Commissioners advertising for additional Commissioners.
13. A copy of a letter of regrets, addressed to applicants. *Vaccaro added that there should be a time frame in which applications can be held on file.*
14. A copy of an irrigation water bill analysis. *The analysis indicates a 4 year average for water usage to be 1,377,500.00 gallons.*
15. A copy of the updated contact sheet.
16. A copy of the final report for the Pumpkin Painting event . *Mancuso commented that the event didn't go as well as in previous years. Weather may have been the contributing factor for the low turnout; about 10 kids attended. Since the parade in town was canceled people might have*

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confused it with the park's event and assumed it was canceled as well.

17. A copy of the final report for the Turkey Challenge. *The race was completed on the new route. 75 pre-registered, 96 registered on race day; a total amount of 171 runners attended. Mancuso speculated that the reason 29 less people pre-registered this year because of the new route. The course was changed due to the 208 bridge being closed. It turns out that the new route is more challenging. Battaglia thanked Mancuso for his hard work; he commented that the event was well organized. Further discussion was had on the topic. Morris suggested utilizing the new route for another race, perhaps in the spring. Whitman suggested going to sports leagues and invite them in order to have more people to attend the Park's races. However, even though Pop Warner contacted Mancuso, and was given a reduced fee for their kids, a small number of players attended. Most people who attend the event, comes as regulars. A survey might help gain knowledge as to how to plan in the future. Further discussion was had on this topic.*
18. A copy of the November's Maintenance report. Topic will be discussed later during this meeting.
19. A copy of the Drug Policy (sample) for discussion. *Mancuso commented that establishing a drug policy is a proactive measure to demonstrate the parks compliance. Feedback is needed. Gaba advised that drug testing must be done within a certain time frame. Further discussion was had on the topic.*
20. A copy of a letter to the leagues regarding January Mandatory Meeting invitation. *A representative from the leagues applying for field time for the 2018 season must attend. Two mailings notifying the leagues will be sent. A clause in the application will be included that states leagues must provide proof of their 501C status.*
21. A copy of Park Ids issued for November. One ID was issued this month.

In other matters, Mancuso stated elections will be held next month, based on the slate of officers running, Vaccaro and Battaglia. The newly hired recreation aide Louis Ingrassia sent a letter to the Commission thanking them for hiring him. Lastly, Mancuso stated he will be taking vacation in December.

Maintenance Report

Mancuso reported various items from the report. Garbage cans are being emptied routinely. An outlet on the hockey rink was repaired as well as light switches on the racquetball courts. He's looking into having a timer or motion detector lights installed which will turn them off when not in use after a certain period of time. A second shut off valve was installed in the Concession stand. He's continuing to meet with Chazen regarding the playground project and the electrician for the electrical upgrade. Irrigation was shut down and winterized. The racquetball courts were power washed and repainted. Some examples of future plans for maintenance are to repair shut off valves and to cut down dead trees. Mancuso is looking to map out the water lines and shut offs with help. A rep is needed from the Village Water department to review the map of the water lines. Vaccaro asked for an update regarding the trail project. Seal King has not responded to the Commissioner's offer. Mancuso met with the electrician who suggested LED lights. O&R did a phone survey and he's waiting for a follow-up.

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Old Business

Water Bills Park's

No new updates at this time.

Press box

Burton stated she has an appointment with the architect.

Land Encroachment

Park Attorney Gaba stated that authorization is needed to approve the engineer's costs to prepare the report. All three Boards will review the engineer's report and then it will be sent to the landowner.

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

Resolved, to authorize the expenditure of up to \$1,500 for preparation of an engineer's report of remediation of Greenfeld's encroachment.

Ayes: 8 Battaglia, Morris, Vaccaro, Calvano, Bollenbach, Whitman, Novack, Burton

Nays: 0

Trail Update

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

Playground Update

Novack reported the Committee met with Chazen and presented their ideas and suggestions to them. Chazen will develop options and proposals based on what the Commission is looking for. They are looking to present their findings during December's meeting. So far it seems as though the firm understands and is working with the committee's ideas and suggestions.

Slate of Officers

The Nominating Committee announced the slate of officers for 2018. Battaglia was nominated as Chairperson and Vaccaro was nominated as Adm. Chairperson. Elections will be held during December's meeting.

New Business

Water Bill Snack Bar

Mancuso stated that there was a faucet leak that was repaired but then the same faucet leaked again. The concession stand owner tried to turn it off, but couldn't. Unfortunately, due to the leak, the water bill was much higher than usual. Total bill is \$615. The concession stand owner refuses to pay for it. A shut off valve has been installed to prevent from happening again. After discussion, the Commission decided to pay for the bill. Due to the age of the plumbing fixtures, there was no shut off valve in place and that the concessionaires tried to turn off the faucets but couldn't, the commission did not hold them responsible for the high water bill. However, in the lease, the concessionaires are responsible for repairs, including plumbing. During the winter months, the plumbing will be upgraded. Burton suggested installing a

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water leak detector to help avoid this happening again. Mancuso did advise the Board that whenever Christine came to him with a problem it was addressed immediately and it was only after receiving the large bill that he went inside to find the water running.

Please note Morris left the meeting during this discussion.

Discussion: Project Application

Topic was postponed for another meeting.

Holiday Policy (Employee)

Mancuso proposed a holiday policy; matter will be discussed at another meeting.

Snow policy (Call in)

A policy was proposed for snow removal. Gaba suggested posting park operating hours so that the public is aware when the park is closed. Whitman suggested a weather alert notification on the park's website. Further discussion was had on the topic.

Drug Testing Policy

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

Please note the Commission suspended the agenda to talk about a garbage contract, the commission openings and to vote on the minutes. Then the Commission returned to the agenda.

Mancuso presented a garbage contract for the park. The service would be provided more frequently during the warmer months. Mancuso will further investigate.

Monroe resident Rehman Shakir is still interested in joining the Commission. Further discussion was had on the topic.

EXECUTIVE SESSION

Having no matters to discuss during Executive Session, the Commission returned to the agenda.

Authorization for Motion to Approve and Pay the Bills

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

Resolved, to approve and pay the bills

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

With no further business, on a motion from Whitman seconded by Calvano the meeting was adjourned at 9:40 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary