

Final Minutes

Monroe Joint Park Recreation Commission, September 25, 2017

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 25th day of September 2017.

PRESENT:	John Battaglia	Chairperson
	Anthony Vaccaro	Adm. Chairperson
	Ann Marie Morris	Commissioner
	Andrew Calvano	Commissioner
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner
	Mary Elizabeth Burton	Commissioner (arrived at 8:09 pm)
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary (arrived at 8:15 pm)
	Stephen Gaba	Park Attorney

ABSENT: Commissioner Laura Bollenbach

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

Approval of Minutes

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

Resolved, to approve the minutes of August 28, 2017, with the follow amendment. Under Park Recreation Director Report, #9 should read; "Park Attorney Gaba noted, the person involved in the report doesn't appear to have a claim due to the fact that participants assume a risk when they use Park facilities. The remainder of #9 stays the same.

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

Privilege of the Floor – Public Concerns

No one was present to speak from the public.

James Alcide – Hockey League

James was not present but did speak to Chairman Battaglia prior to the meeting. Hockey was going to request a Community day on Saturday, September 30 to highlight the sport and the resurfaced hockey rink. Since requesting to be on the agenda, the league has decided not to do the event, and just have a Hockey league opening day, registration and a ribbon cutting. The event is planned for 12:30 pm on September 30th and James did extend an invitation to the Park Board and Director Mancuso to attend. Mancuso advised the Board that the rink has been resurfaced and lines painted although the markings

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where the puck is dropped need to be added.

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of August 28, 2017 (draft).
2. A copy of the picnic schedule.
3. A copy of an email from Men's Softball *inviting the Board to an end of year celebration.*
4. Copies of the application for Turkey Trot road closure sent to the Village and State. *Mancuso advised the Board that he has been informed that the 208 Bridge will not be completed in time for the race. Mancuso needs to come up with an alternate route.*
5. A copy of Chris Serringer's Safety Plan. *Chris submitted as per Board request, a safety plan to follow as he works on his Eagle Scout project in the Park.*
6. A copy of correspondence from Justin Dates, regarding press box. *At the last meeting the Board had a list of questions for Maser's Justin Dates regarding the press box. Justin sent an e-mail response to those questions also offering to meet with the Board and the building inspector to determine how we need to proceed with the project.*
7. A copy of a letter sent to the Village Board requesting an executive session.
8. A copy of a revised quote for the proposed trail.
9. A copy of 2017 final YAC financial report.
10. A copy of Landscape Architect RFP analysis. *Of the 6 RFP sent out, we received back 2. One from Maser Consulting PA and the other from Chazen Companies.*
11. A copy of the 2018 budget worksheet.
12. A copy of the Park ID schedule, until December.
13. A copy of Park IDs that were issued this month. *A total of 12 new IDs and 7 renewals.*
14. A copy of a list of applicants for the Recreation Aide position. *There are a total of 6 applicants. Mancuso ask the Board to set up a committee so they (the Board) could start interviewing.*
15. A copy of the park's calendar for October. *Mancuso noted October 9 is a Holiday.*

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Maintenance Report

Mancuso presented September's Maintenance Report to the Board. The report discussed 3 categories of work performed (daily routine maintenance, repairs, new or ongoing projects) and a category of; work planned for the upcoming month. Some of the notable items were; 1 mower sent to Sherwood Mower Equipment for electrical repairs, a solenoid on the sprinkler system, assisted police with lift to reprogram a camera, and black top the Forest Avenue exit. Projects going forward included; plugging and reseeding fields, re-dress warning tract, address dead trees, racquetball lights, crack seal and sealcoating parking lot and replace electric panel box by picnic area. There was revenue collected approximately \$1,253.58 and expenses of \$23,962.85.

Old Business

Please note Park Secretary Priscilla Staley arrived at the meeting at this time, during old business.

Press box

Vaccaro stated he's waiting for information from the building inspector to find out if the press box design has to be ADA compliant for handicap accessible design. It was suggested that there can be an exception to the compliance if the booth is for non-public use/restricted use; however, that would mean individuals with disabilities (who could be part of the league in the future) would not be able to gain access to the booth. Commissioner Burton will also further investigate the matter. Further discussion was had on this topic.

Please note; the agenda was suspended to discuss the matter of the outstanding water bill balance, the Hayride and Pumpkin Picking event and Trail Update. Afterwards the Commission, returned to the agenda.

Water Bill

Battaglia stated the matter is being handled with the Village; a new rate will be determined based on what the Village's rate is. Smith Clove Park is in the Village of Monroe municipality entity, not the Town of Monroe. The Commission is aware that money is owed on the water bill; the balance is an accumulation of several years of water usage. Mancuso will write a letter to the Village.

Battaglia suggested commemorating the Pavilion to former Park Manager Paul Truax; the ceremony would be on the same day of the Hayride and Pumpkin Picking event which is scheduled for October 29th. Calvano volunteered to work with Battaglia with planning the commemoration.

Trail Update

Seal King Paving won the bid. Vaccaro requested a resolution for the new rate, which includes prevailing wages. He also added that he would like to pursue speaking to the Town and Village of Monroe to request if their maintenance/highway departments to could assist with the project, in order to offset costs. However, the Mancuso advised to move forward without relying on them for the work to be completed. The Commission agreed.

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

Resolved, to approve the new quote \$39,000 which includes prevailing wage.

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

Mancuso noted that out of five requests for quotes, Seal King Paving is still the lowest.

Land Encroachment

Park Attorney Gaba confirmed there is a balance being held in reserves. He also confirmed that the engineer will be consulted to make recommendations.

Revisit Goals and Objectives for 2017

The Commission decided to adopt the Goals and Objects for 2017.

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

Resolve, to approve the 2017 Goals and Objectives, as presented.

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

Update Hockey Rink

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

New Business

Please note; the agenda was suspended to discuss the bills. Afterwards, the Commission returned to the agenda.

Morris asked about the bills. She noted there appeared to be a duplication of services from different suppliers/vendors. She recommended that the bills should be reevaluated to eliminate or consolidate expenses, wherever necessary. Mancuso noted he is researching alternate sources but not all vendors are willing to set up accounts. He questioned whether the Town has a credit card for such purchases.

2018 Budget Discussion

The Commission reviewed the line items in the budget. Among the various changes and recommendations, the Turkey Trot and training courses should have a line item in next year's budget. The budget was approved as adjusted; the final expense amount is \$860,954, with increases revenue being raised by the park, this translates to an increase to each municipality in the amount of \$2,910.46. The municipality contribution to be made by the Town is \$324,904.38.

Please note; at this time Councilman Tony Cardone arrived @ 9:45 pm to observe and left @ 10:00 pm.

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RFP Landscape Architect

The landscape architect will provide insight and design recommendations for the playground project. The RFP will be written with phases in mind; a proposal has already been received from the Chazen Company. A subcommittee will review and help assist with the project planning process. A resolution is needed in order to approve and authorize the Chazen Company to proceed with the landscape design recommendations.

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

Resolved, to accept Chazen Company's 1st phase \$19,850, the conceptual which includes the survey, not to exceed \$5,300

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

EXECUTIVE SESSION

Since there were 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 Calvano and seconded by Commissioner Morris

Resolved, to approve and pay the bills

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

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

Priscilla Chang-Staley
Park Secretary