

## FINAL MINUTES

**Monroe Joint Park Recreation Commission, January 22, 2018**

**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 January 2018.**

<b>PRESENT:</b>	<b>John Battaglia</b>	<b>Chairperson</b>
	<b>Anthony Vaccaro</b>	<b>Adm. Chairperson</b>
	<b>Ann Marie Morris</b>	<b>Commissioner</b>
	<b>Andrew Calvano</b>	<b>Commissioner</b>
	<b>Emily Whitman</b>	<b>Commissioner</b>
	<b>Mary Elizabeth Burton</b>	<b>Commissioner</b>
	<b>Chris Sullivan</b>	<b>Commissioner</b>
	<b>Joe Mancuso</b>	<b>Park Recreation Director</b>
	<b>Priscilla C. Chang- Staley</b>	<b>Park Secretary</b>
	<b>Stephen Gaba</b>	<b>Park Attorney</b>

**ABSENT: Commissioner Jonathan Novack**

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 Whitman and seconded by Adm. Chairperson Vaccaro

*Resolved, to approve the minutes of December 18, 2017, as written.*

*Ayes:* 5            Battaglia, Vaccaro, Morris, Calvano, Whitman

*Nays:* 0

*Abstain:* 2            Burton, Sullivan

### **Privilege of the Floor – Public Concerns**

No one was present to speak from the public.

### **Request: Use of the Building (Michelle DiLorenzo)**

Michelle DiLorenzo, a Monroe resident, spoke to the Commission. She is looking to request use of the meeting room on Sunday nights (8:30 pm to 9:30pm), to start a parent's support group (for toddlers and preschoolers) to discuss parental skills. Battaglia stated just based on the time and hours requested it is not possible. Morris asked if it's possible to have the meeting during the day, when the park is open. Another option offered was to have the meeting during the day on the weekend. DiLorenzo will look into the suggestions made but she did express that meetings during the day would be difficult due to the other parents availability. The Commission concluded that they would consider the request further if the Park sponsors the parent

**FINAL MINUTES**  
**January 22, 2018**

group (as the park doesn't rent out space for meetings) and if the group has their meetings during the day when the park is open.

**2018 Field Request by Leagues**

Chris Dilorenzo, representative from Pop Warner, spoke to the Commission. He commented that the fields were in great condition and thanked the Commission for their support. The first day of their season is August 1<sup>st</sup>, depending on Pop Warner regulations. Their field request for this year was already submitted. The other request for field time was for spring, for Flag Football. Further information will be submitted, when the information becomes available.

Robert Collins, representative from the newly formed Monroe Softball Association, spoke to the Commission. John Finnegan, Bruce Abrignani and Peggy Mullahy were also present. The association comprises of several leagues (MW Senior, MW Women's and Men's Softball) that are now combined and known as a 501C nonprofit. Each of the three leagues will operate independently within the association. Mancuso asked for clarification on the new association and required that all three leagues file separate field usage applications. Collins further added details are still being worked out regarding insurance for the association, which will cover all three leagues. He thanked the Commission for the condition of the fields; he did note that some of the field lights were out. Mancuso reported the lights have been fixed. Mullahy (representative from the women's league) asked about a credit for the payment of lights. Mancuso stated their league has paid a \$250 deposit which is held in an escrow account; the Commission will have to decide on how to handle the escrow accounts once these leagues finally join. the deposit is separate from the electric bill the leagues pay.

Roxanne Damian and James Alcide, representatives from MW Hockey, spoke next to the Commission. They commented that they were pleased with the rink but noticed major faults to the surface towards the end of their season, after it was resurfaced. Alcide took pictures of the areas affected; he stated he had to put dirt in the hole to cover the crack. The Commission was surprised to hear the newest problems with the rink surface; tonight's meeting was the first time they were notified and should have been told when the holes were first discovered. Pouring dirt on the chunks on the rink's surface is not safe and it is up to the Commission to resolve it.

Jay Key, representative from MW United Soccer spoke next to the Commission. He submitted the league's field request; four dates for travel tryouts are needed. Battaglia asked how many kids attend the tryouts. Key stated approximately 40 people attend. Further discussion was had on the topic. The Commission commented that the leagues should communicate with other leagues as well as the Commission. Lastly, with regards to field maintenance, Fridays has been designated as field maintenance day.

Mike Contaxis, representative from Monroe Police Depart/OC Emergency Services Softball League spoke next to the Commission regarding their field time request. Their season is from April to August and they play once a week. They also have insurance.

Please note the agenda was suspended to readdress the topics of the Hockey Rink, the Press Box Project and field requests. Afterwards the Commission continued with the agenda. Meeting participant Bruce Abrignani commented that he didn't see any chunks on the Hockey Rink, as mentioned earlier in the

**FINAL MINUTES**  
**January 22, 2018**

meeting. Since he is a referee for many of the hockey games, including the ones late last season, he stated he was able to provide to provide input. He also stated that the rink is one of the best maintained in the area.

The Commission readdressed the field request topic. They agreed the new Monroe Softball Association should provide a blanket schedule for this year. They also agreed that the leagues should communicate via email. Mancuso stated he waiting for a response from Craig Jacoby, the instructor for the “The Coach in You; Youth Coaching series”. He would like the Jacoby to return to host another seminar. Even though it wasn’t well received last year, he’s hopeful for a greater response this time. Mancuso will utilize Facebook to advertise as well as send an email to the leagues.

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

***Resolved, to approve the coaching seminar, to be held on the dates February 8, 15, 22 and March 1<sup>st</sup>, time from 8:00 pm to 9:15pm, at a cost not to exceed \$500.***

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

**Park Recreation Director Report**

Mancuso reported the following information to the Commission;

1. A copy of December 18, 2017 (draft) minutes.
2. A 2018 draft list of Commissioners. *Mancuso asked for the Commissioners to review and provide updates, where needed.*
3. A copy of the Coaching Seminar Ad. Topic was discussed during the topic of 2018 Field Request by Leagues.
4. The following event request requires approval:
  - a. The Spring Break Activity Week to be held during the week of March 26-30, from 900 am to 3:00pm. Amount requested is \$3,000. *Mancuso added that the spring break activity week will be held during the same week the public schools are on vacation. He’s also looking to have a trip sometime during that week; will work on hiring transportation/bus driver, if it’s possible.*

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

***Resolved, to approve the Spring Break Activity Week, to be held during the week of March 26-30, for an amount not to exceed \$3,000.***

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

**FINAL MINUTES**  
**January 22, 2018**

5. The following event request requires approval:

a. The Egg Hunt/Scramble event is scheduled to be held on Saturday, March 24<sup>th</sup> @ 1:00 pm. Amount requested is \$1,054. *Event will be similar to previous years. The Commission suggested raising the amount requested to be able to secure a petting zoo for the day.*

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

***Resolved, to approve the Egg Scramble event, to be held on Saturday, March 24<sup>th</sup> @1:00 pm, for an amount not to exceed \$3,000.***

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

6. A copy of a correspondence to MOVAC, requesting coverage for the Egg Hunt/Scramble event.

7. A copy of the 2018 Park Commission Fee Schedule. *Mancuso added that YAC has the same fees as last year. He's already receiving calls about YAC and asked the Commission to review and recommend changes where they feel necessary. After discussion, the Commission agreed to keep the fees the same.*

8. A copy the Smith Clove Park YAC cover sheet. *Mancuso noted registration went well last year. YAC is from July 2<sup>nd</sup> to August 10<sup>th</sup>.*

9. A copy the Smith Clove Park Pre-K cover sheet.

10. A copy of an ad for Summer Employment.

11. A copy of the Activity Calendar for February. *The park's Winter Festival is scheduled to be held during President's Day Weekend, February 18<sup>th</sup>.*

12. A copy of a request to use the meeting room from Michelle DiLorenzo.

13. A copy of a correspondence to the Town recommending a Commission Appointment for Rehmann Skuhr.

14. A copy of the monthly maintenance report. *Mancuso reported snow removal has been a major project. A few repairs have been completed this month, including replacing a toilet seat in the Men's room, filling the floor perimeter in the bathroom and replacing the seats in faucet. With regard to projects, dog equipment are being installed in the dog park, the walls in the bathroom will be painted, the exhaust fans in the bathroom will be replaced and the tv cabinet has been refurbished. Lastly, he is still researching motion detectors or a timer for the racquetball court.*

15. A copy of the 2018 (Draft) Committees. *Battaglia asked the Commission to review and volunteer to sign up.*

**FINAL MINUTES**  
**January 22, 2018**

16. A copy of a letter of resignation from Louis Ingrassia. *Mancuso suggested hiring a former YAC counselor, on a voucher basis. The former counselor will also assist with the park classes and a counselor for the upcoming YAC season.*

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

***Resolved, to approve the appointment of Craig Mende, on a part-time basis, at a rate of \$17.50 per hour.***

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

17. A copy of AED comparisons. *Mancuso distributed information and quotes on different kinds of AED units. He added that an AED should be on site for anyone in the park who is in a urgent need of a defibrillator. Vaccaro asked about training and maintenance requirements. Morris replied that she can she assist by providing a copy of the AED policy currently being used at the Senior Center. The Commission decided the purchase of an AED is necessary.*

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

***Resolved, to approve the purchase of an AED (American AED Phillips Heartstart Onsite Business Package) for the amount of \$1199.00***

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

**Park Manager's/Maintenance Report**

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

**Old Business**

**Press Box**

Vaccaro provided a brief narrative regarding the background of the press box project, before Burton updated everyone. She was able to work with the TEEPEE construction and achieved making changes (the Commissioners were looking for) to the bid while keeping the cost close to what it was before (\$18,000). She also learned that the building inspector will review the plans. The changes include one egress inside the building (with a pull down ladder). One is needed for the outside, as per the building code requires, for safety. There were also add alternates that were looked into for possible options, as well. Further discussion was had on the topic. The discussion concluded with if TEEPEE construction is willing to the project close to the bid amount of \$18,000, based on the changes, then the project can proceed. The Commission's approved resolution (which was decided during a previous park meeting on July 24, 2017) calls for the project costs not to exceed \$18,000. Burton will continue to work on the matter with Mancuso and TEEPEE construction.

**Water Bill**

No new updates at this time.

**FINAL MINUTES**  
**January 22, 2018**

Land Encroachment

Park Attorney Gaba provided a brief narrative on the background of the Land Encroachment issue before providing an update. The remediation for the matter was recommended to be completed in four steps. The first would be the clean up of the area then to install grass. Following the completion of those steps, would be to put grading/seeding down then water the area. The question remains as to who will do the work including the maintenance aspect of the project; estimated cost of the work is \$3,500. All involved parties would have to agree to the remediation plan before proceeding. He will continue to provide updates, as they become available.

Playground Update

Mancuso reported Chazen is requesting approval to continue with a survey of the area. Mancuso would like clarification of the ADA requirements so as to feel comfortable continuing to go forward with the project. The survey amount was approved at the time the bid was awarded. Gaba will review the details of the survey with the Chazen Company and recommend if it's needed or not.

Discussion (Snow Policy)

Mancuso asked the Commission to review and provide suggestions.

**New Business**

Discussion: 2018 Fee Schedule

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

Discussion: Ice Skating Testing

Mancuso stated he's been asked to test the pond conditions for ice skating. The Pond is located in the Village of Monroe and does not fall under the umbrella of Smith's Clove Park. Morris provided a narrative with regard to the background of the matter; former Park Manager Truax performed testing on ponds to make sure the frozen pond surface was safe for ice skating. Since he's retired, the testing hasn't happened. The Commission discussed the matter and decided the park will no longer provide that service.

Discussion: Garbage Contract

Mancuso asked the Commission to review the current garbage contract. Morris provided a narrative with regard to the background of the matter; former Park Manager Truax signed the previous agreement. Discussion will continue next month.

MW Bus Lease

No new updates at this time.

2018 Committee Assignments

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

Resignation (Louie Ingrassia)

On a motion made by Adm. Chairperson Vaccaro and Commissioner Burton

***Resolved, to accept the resignation from Louie Ingrassia***

**FINAL MINUTES**  
**January 22, 2018**

*Ayes:* 7          Battaglia, Vaccaro, Morris, Calvano, Whitman, Burton, Sullivan

*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 Whitman and seconded by Commissioner Calvano;

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

*Ayes:* 7          Battaglia, Vaccaro, Morris, Calvano, Whitman, Burton, Sullivan

*Nays:* 0

With no further business, on a motion from Morris seconded by Whitman the meeting was adjourned at 10:23 pm. Carried unanimously.

\_\_\_\_\_  
Priscilla Chang-Staley  
Park Secretary