

Final Minutes

Monroe Joint Park Recreation Commission, December 17, 2018

The Monroe Joint Park Recreation Monthly Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 17th day of December 2018.

PRESENT:	John Battaglia	Chairperson
	Anthony Vaccaro	Adm. Chairperson
	Ann Marie Morris	Commissioner (arrived at 7:35 pm)
	Andrew Calvano	Commissioner
	Jonathan Novack	Commissioner
	Emily Whitman	Commissioner (arrived at 7:16 pm)
	Chris Sullivan	Commissioner
	Mary Elizabeth Burton	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary

ABSENT: Commissioner Martin O'Connor and Park Attorney Stephen Gaba

Workshop – Chazen Presentation (Proposed Playground Upgrade)

The Workshop portion of the meeting began at 7 pm. Kevin from Chazen, presented two different proposals to the Commission for their review. Both proposals are for the first phase of the playground project. The first proposal is estimated to cost \$500,000; the second proposal is estimated to cost \$250,000 - \$300,000. (Please note Whitman arrived at this time). He provided a recap of the history of the design process; he also provided a rendering of the playground reimagined during the first phase for both proposals. Within both proposals, some areas of the park will be flattened for more accessibility with ADA compliance. The timeframe for the project is estimated to take approximately 40 days; construction would start in the spring. Kevin added that there will be a good amount of responses for bids. (Please note Morris arrived at this time). The Commissioners had questions regarding equipment; instead of renovating the existing equipment, it might be worth considering replacing with new equipment if not during this phase in the future. Kevin explained the plans include extra space, if desired at a later time. Burton was interested in adding solar energy to help power lighting. Morris advised marketing will help promote the project to the public. Further discussion was had on the topic. The playground committee will review the two proposals and advise the Commission for a resolution.

Chairperson Battaglia called the meeting at 7:48 P.M, with the Pledge of Allegiance.

Approval of Minutes

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

Resolved, to approve the minutes of November 26, 2018, as written.

<i>Ayes:</i> 6	Battaglia, Morris, Calvano, Novack, Whitman, Burton,
<i>Nays:</i> 0	
<i>Abstain:</i> 2	Vaccaro, Sullivan

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Privilege of the Floor – Public Concerns

With no one from the public present, the Commission continued with the agenda.

Park Recreation Director Report

1. A copy of the agenda for Decembers park meeting.
2. A copy of the minutes for November’s park meeting (draft).
3. A copy of the 2019 Draft Holiday Schedule. *A resolution is needed to approve the schedule.*

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

Resolved, to accept the 2019 Holiday Schedule.

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

4. A copy of a thank you letter to Bagel World.
5. A copy of the 2019 Park Meeting calendar (draft). *A resolution is needed to approve the calendar. Commissioner Morris suggested that in November, the meeting should fall on the third Monday instead of the fourth, due to the Thanksgiving Holiday.*

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

Resolved, to accept the 2019 Holiday Schedule, with the change in November.

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

6. A copy of the January’s calendar. *Classes start on January 15th.*
7. A copy of the 2019 Fee Schedule (draft). *The Commission was asked to review the proposed fee schedule; any suggestions should be presented for next month’s meeting to conclude with a resolution*
8. The following event request requires approval:
 - a. The Winter Festival event request to be held on Sunday, February 17th at 12 pm. Amount requested is \$1,304. *For the past two years, the event has been successful. Event will be held with or without snow. Battaglia commented that the Village’s Winter Festival seems to attract a larger crowd; working with the municipalities for the Winter Festival might be beneficial. Whitman further commented that advertising on various social media through the schools and/or collaborating with the Girls and Boys Scouts might help as well. Further discussion was had on the topic. Battaglia advised the Current Events Committee should coordinate with the Village for next year. Whitman, Calvano and Sullivan volunteered to work on the Winter Festival.*

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

Resolved, to approve the 2019 Winter Festival, to be held on Sunday February 17th at 12 pm, not to exceed \$1,400.

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

9. A copy of the 2019 Goals and Objectives (draft). *An update is needed as a guide for the Commission.*

10. A copy of the maintenance report. *Ice removal is ongoing, as needed. Seasonal tree lights and electric have been repaired. Signs that were outdated were replaced. As soon as the hockey rink dries, the cracks on the surface will be sealed. There was water damage in the Concession Stand due to pipe that froze in the attic. Plumbing will be relocated to along the wall. No damage to the Concession stand equipment; part of the ceiling was replaced.*

Park Manager's Report

An update was provided during the Park Recreation Director's report.

Old Business

Playground Update

Topic was discussed during the workshop prior to the start of the meeting.

2018 Committees Report

Vaccaro worked on a uniform allowance proposal with Novack. Mancuso added that some of the items on the list won't be replaced on a yearly basis. Staff will have the option to use a specific vendor according to specific guidelines. Mancuso read the clothing items from the list. A resolution is needed to adopt the uniform allowance policy.

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

Resolved, to adopt the uniform allowance policy. Monies would come out of the line item# J7110-4460. In the 2019 budget, to begin January 1st, the poliy would be for the benefit of the staff to have a professional appearance in the public and to save money from using Cintas

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

Cameras

No new updates at this time.

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New Business

Elections

Commissioner Calvano announced the slate of officers for 2019.

- John Battaglia, Chairperson (running unopposed)
- Anthony Vaccaro, Adm. Chairperson (running unopposed)

Mancuso asked if there are any nominations from the floor. Hearing none, Secretary Staley cast a single vote in favor of the announced slate. Both candidates accepted the positions.

2019 Budget

Mancuso required authorizations to meet with the Bookeeper to allocate numbers for the 2019 Park Budget and to balance 2018.

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

Resolved, to approve Park Recreation Director Mancuso to meet with the Town/Village Bookeeper to allocate numbers for the 2019 Park Budget and to balance 2018.

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

In other matters, Battaglia read a statement provided by Park Attorney Gaba regarding solar panels. The Park would lease the panels until they own them; however the Park would not be able to receive a tax credit. Further discussion was had on the topic.

EXECUTIVE SESSION

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

to enter into Executive Session to discuss personnel at 8:40 pm

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

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

to exit out of Executive Session and return to open session at 8:44 pm

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

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

to accept the 2019 salary recommendations and rationale as presented by Director Mancuso

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

Authorization for Motion to Approve and Pay the Bills

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

Resolved, to approve and pay the bills

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

Chairman Battaglia took the opportunity to thank Commissioner Morris for her many years of valuable and dedicated service to the Park Commission. Commissioner Morris's term is expiring at the end of December and due to an increased work load with her job, she has chosen not to be reappointed. Tonight was her last official meeting with the Board. All present expressed their sadness that she would not be continuing on the Commission. A small celebration followed the meeting along with her family, past and present Town and Village officials and coworkers.

With no further business, on a motion from Morris seconded by Burton the meeting was adjourned at 8:46 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary