

FINAL MINUTES

Monroe Joint Park Recreation Commission, April 27, 2020

The Monroe Joint Park Recreation Monthly Meeting was held via **Phone Conference on the 27th day of April 2020.**

PRESENT:	John Battaglia	Chairperson
	Anthony Vaccaro	Adm. Chairperson
	Andrew Calvano	Commissioner
	Mary Elizabeth Burton	Commissioner
	Jonathan Novack	Commissioner
	Chris Sullivan	Commissioner
	Kayel Conklin	Commissioner
	Tony Schaffer	Commissioner
	Joe Mancuso	Park Recreation Director
	Priscilla C. Chang- Staley	Park Secretary
	Stephen Gaba	Park Attorney

ABSENT:

Chairperson John Battaglia called the meeting at 7:30 P.M, with the Pledge of Allegiance.

Approval of Minutes

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

Resolved, to approve the minutes of March 23, 2020, as written.

Ayes: 6 Battaglia, Calvano, Burton, Novack, Sullivan, Conklin, Schaffer

Nays: 0

Abstain: 1 Vaccaro

Privilege of the Floor – Public Concerns

No one was present on the call to speak from the public. Mancuso reported that he spoke with Robert Collins from the Adult Softball League recently. Robert advised that the league will be implementing new guidelines for the league to follow once they are able to play. Battaglia noted that the Commission is waiting on guidance from the Governor’s office with regard to this matter. He also stated that maintenance will be returning to work once the park opens. Gaba suggested coordinating with the Town and the Village for their input. Mancuso voiced concern as to who will monitor social distancing at the games and what is the Park’s liable. Will the park be liable to monitoring the number of people who enter the park? Gaba noted that reasonable guidance information posted on signs around the park should help; if people ignore the information then the next reasonable step could be taken, like placing yellow tape around playground equipment for example. Conklin reported an incident where he witnessed a gathering of people in the park and not using social distancing. He called the police, who came to the scene, but they advised him that they couldn’t do anything about it. Mancuso stated a large sign has been posted at the gate, as per last month’s meeting, as well as signs posted by each facility. The police has

FINAL MINUTES

April 27, 2020

somewhat been helpful; to date he hasn't witnessed abuse of social distancing. There are signs that have faded that can be redone. Scheduling maintenance will be challenging but doable; the maintenance department was considered part of the Governor's executive order that non-essential workers should stay home.

Repairs to Hockey Court (Discussion)

Mancuso voiced concerns regarding the hockey rink with a start date of Memorial Day and leagues coming to the park if the state tentatively opens on May 15th. The coaches from the leagues will more than likely go to the park, expecting to start their season. The Commission should be prepared with a plan; a letter stating the plan with an updated status of the park should be sent to the leagues. Sullivan noted that no league has been provided field time to date. Conklin stated that the Governor's code allows for the park to be opened with social distancing. Gaba added that the code also prohibits social gatherings; depending on the discretion of the municipality, some parks are closed. Mancuso stated that the maintenance department does have PPE equipment on site but he's requesting more from the Town. Coveralls will be provided as a uniform for the workers to make it easier to use for work and to launder. Scheduling of work tasks will be done with social distancing in mind and of their personal safety. Conklin added that the maintenance in the city parks have continued to work with modifications and new guidelines to stay safe. Further discussion was had on the topic. The Commission agreed to have the maintenance staff return to work this Monday, to start preparing the fields. A policy will be provided which will reflect the new work guidelines.

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

Resolved to approve the maintenance staff to resume working on Monday, May 4 2020.

Ayes: 8 Battaglia, Vaccaro, Calvano, Burton, Novack, Sullivan, Conklin, Schaffer
Nays: 0

Park Recreation Director Report

Mancuso reported the following information to the Commission;

1. A copy of the Activities Director's report.
2. A copy of the April Meeting Agenda 2020.
3. A copy of the March 2020 Park meeting minutes (draft).
4. A copy of a Notice of Meeting.
5. A copy of an email correspondence regarding the procedure to sign into the Zoom meeting.
6. A copy of an email correspondence regarding the procedure to sign into the executive portion of the meeting.
7. A copy of an email correspondence regarding the hockey rink.

FINAL MINUTES

April 27, 2020

8. A copy of an email correspondence regarding the playground update. *Mancuso reported no new updates. \$9,000 is the bid for the sidewalk for both playgrounds.*
9. A copy of a camera proposal from N.A.S presented by Mayor Dwyer in March. *No new updates; project on hold.*
10. A copy of two Fire Alarm quotes. *Mancuso was interested in having fire alarm monitoring for the activity room and maintenance building. Two quotes were provided for the Commissioners to review. Further discussion was had on the topic. Battaglia will follow up with the Town and Village to find out what fire alarm plan they have in place at their facilities.*
11. A copy of the section in our handbook, NYS and civil service code regarding Leave for Emergency Responders. *Mancuso is looking for guidance regarding what parameters would apply for First Responders.*
12. A copy of a memo regarding a plan (proposed) for maintenance to return to work.
13. A copy of an email correspondence regarding the O&R. *Mancuso provided a narrative regarding a situation involving O&R; they are looking to install a new gas main pipe on property that is owned by the Village. The area affected is near a culvert which needs to be kept free from blockage. Gaba noted that an easement is needed from the Village. Further discussion was had on the topic.*
14. A copy of YAC camp staff applicants. *Mancuso has interviewed the applicants with the exception of two by phone. He asked for recommendations and input from the Commission regarding any of the candidates. The plan is still to proceed as if YAC will still occur. The Commission expressed support to his efforts.*
15. A copy of correspondence from the BOH regarding YAC camp. *Guidance, as to if summer camp will happen, has not been provided to date.*
16. A copy of information regarding Perennial Services fertilizer application. *The first fertilizer application has been applied.*
17. A copy of Park's Calendar for May. *If schools don't reopen by May 15th, chances the Park's programs will not occur either.*
18. A copy of the Park Manager's Maintenance report. *Nothing to report at this time.*

Please note that at this time the agenda was suspended to discuss the Concession stand and Arbor Day Tree topic in new business. Afterwards, the Commission returned to the agenda. Calvano noted that the Concession stand was looking to open soon. Gaba suggested coming up with plan to advise the concession stand renters the possibility that YAC may or may not occur. Further discussion was had on the topic. Mancuso stated that he needed to distribute the seedlings since the Arbor Day event is canceled. He suggested a tree give-a-way. He is planning an event where residents could drive into the park and then the seedling would be placed in the vehicle's trunk, for contactless service. Seedlings were already purchased.

FINAL MINUTES

April 27, 2020

Sullivan reported that Chris Dilorenzo, from Pop Warner, asked if they could donate grass seed and place on the field. The Commission discussed the matter and concluded that more lawn application is needed than just spreading seed; their donation request was denied.

Park Manager's/Maintenance Report

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

Old Business

Playground (Update)

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

Cameras

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

Quote Alarm System

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

Leave for Emergency Responders

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

League Scheduling

Topic was discussed during the repairs to the hockey rink topic.

New Business

Staff/Residents Re-open Discussion

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

Summer Camp Discussion

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

Arbor Day Tree Pick-up

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

EXECUTIVE SESSION

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

to enter into Executive Session to discuss personnel at 9:03 pm

Ayes: 8 Battaglia, Vaccaro, Calvano, Burton, Novack, Conklin, Sullivan, Schaffer
Nays: 0

FINAL MINUTES
April 27, 2020

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

to exit from Executive Session and return to open session at 9:20 pm

Ayes: 8 Battaglia, Vaccaro, Calvano, Burton, Novack, Conklin, Sullivan, Schaffer
Nays: 0

In executive session (telephonically), the Park Commission discussed the terms and relative merits of the proposed Severance Agreement with Park employee, J.W., and conferred with counsel regarding the legal implications of the proposed agreement. Following the said discussion, the Commission approved the proposed severance agreement.

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

Resolved, to approve the proposed Severance with Park employee JW.

Ayes: 8 Battaglia, Vaccaro, Calvano, Burton, Novack, Conklin, Sullivan, Schaffer
Nays: 0

Authorization for Motion to Approve and Pay the Bills

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

Resolved, to approve and pay the bills

Ayes: 8 Battaglia, Vaccaro, Calvano, Burton, Novack, Conklin, Sullivan, Schaffer
Nays: 0

With no further business, on a motion from Vaccaro seconded by Novack the meeting was adjourned at 9:33 pm. Carried unanimously.

Priscilla Chang-Staley
Park Secretary