

**PERINTON RECREATION & PARKS DEPARTMENT**  
**ADVISORY BOARD MEETING MINUTES**  
**February 28, 2008**

**PRESENT:** Advisory Board Chair Mark Gwaltney, Advisory Board Members Mike Coppola, Cheryl Hanzlik, Jayne LaFay, Commissioner of Recreation and Parks Jim Donahue, and Recreation Director Jeff Myers.

**MINUTES:** Motion to approve the January 24, 2008 minutes by Board member Jayne LaFay, seconded by Board member Cheryl Hanzlik; minutes approved.

**COMMISSIONER DONAHUE'S REPORT**

**Financial Update**

The deposit to the supervisor for February was \$ 67,086.81. This amount was higher than the same monthly deposit last year by \$ 4,078.34. The year to date income is down slightly by \$1,393.57.

**Egypt Park Lease Renewal**

The lease renewal process has stalled. The Town presented a lease draft agreement to the Humane Society a few weeks ago. The Humane Society responded verbally that the terms were not acceptable. This issue needs to be resolved one way or the other for the Town to move forward with the recreation and parks master plan.

**Ellis Lifeguard Training and Audit**

The Community/Aquatic Center hosted an Ellis lifeguard trainers session this past weekend. Our full time aquatic staff and others from around the area participated in the training. We also received an unannounced audit this weekend. We "exceeded expectations". The department was notified this week that we received the Ellis and Associates "Gold International Aquatic Safety Award" for 2007. This award recognizes that our department finished in the top 22% of all Ellis clients. Staff member Jon Steffen was awarded the "Gold Guard" for his performance. This is the first time one of our staff has won this award.

**Gas Consumption Decrease and Cost Reduction**

The utility bills for both Fairport Municipal and Rochester Gas and Electric were lower in the first month of the year than the previous year corresponding month. This is the first time in many months we have seen a reduction in both cost and usage.

**Perinton Community/Aquatic Center**

The Community Center was busy during the school recess last week. Income from aquatic lessons and exercise classes is steady.

**Master Plan Update-** A draft summary is being distributed this evening for review and comment. The master plan will be finalized and distributed in March. We need to set a public meeting date.

**Home Page Development**

The Town's home page is completed and "live". The new web site is fully functional. The commissioner is meeting with companies to provide a short video of the community/aquatic center for posting on the web site and for promotional/marketing purposes.

**Homearama**

Perinton will be the site of Homearama in June 2008. The model homes will be built in Magnolia Manor off Macedon Center Road near Wakeman Road. The department is working to create a display for the Town.

### Center Stage

The concerts are all confirmed as well as sponsors. We had two sponsors that did not return this year but have picked up one new sponsor to date. Wegman's is co-sponsoring the series again this year.

### Thank You Letter

A thank you letter was received by Jim Smith from Gordon Long. Mr. Long thanked Jeff Myers for his efforts following up on a reported vehicle break in that occurred in the PCC parking lot a few weeks ago.

### DIRECTOR MORGAN'S REPORT

Due to illness, Dave was unable to attend the meeting. His report will be forwarded to Advisory Board Members when it becomes available.

### DIRECTOR MYERS' REPORT

- I. Recreation Programs.
  - A. RECTRAC – Rec Facts.
    1. Winter 2008 registration currently at \$136,623. There are 3,859 participants signed up in 304 classes.
  - B. Program Highlights.
    1. Friends-N-Fun took a group of 13 participants to Rochester Nighthawks Lacrosse game at Blue Cross Arena on Saturday night. Everyone had a great time.
    2. Polar Wave Snowtubing, Thursday, 2/21: 38 participants (increase of 8 from last year).
    3. School Breakers, Tues-Fri last week: Excellent participation, 77 unique enrollments.
    4. Father & Daughter Valentine's Ball: Pictures posted on new website.
    5. Blarney Bingo, Friday, 3/14, 99 enrolled, 24 families.
    6. Mr. E Bunny and the Egg Hunt, Saturday, 3/15. Hope for good weather for the Egg Hunt.
- II. Facility Usage.
  - A. PCC Room and/or Gymnasium Rentals – 2008.
    1. Currently at 69 reservations for \$7,797.00.
  - B. Aquatic Center Use February Recess.
    1. Modest increase from last year. (~\$1,500)
- III. General Department Information
  - A. Janelle Reed returns to work full time on Monday, March 3<sup>rd</sup>. Realignment of duties to be completed throughout next week.
  - B. New website so much more flexible and usable. Visuals of park buildings and shelters, plus access to primary forms directly from web. A press release went out today regarding the updated website.
  - C. Aquatic Center Report: (Barb Cole)

We hosted an Ellis ILTP for instructor trainers on Fri. 2/22 through Sun. 2/24. This enables us to teach all the lifeguards that work here. My license was a renewal and Matt received his first instructor license. It is a very intense course since we must know all the up dates and proper procedures for AR, CPR and back boarding to the Ellis standard. The licenses are good for 2 years. Mike Bengsten from Splish Splash on Long Island was our instructor from Ellis. Other facilities that were present were; Seabreeze, Darien Lake and Roseland watermarks.

While this was going on we also received an unannounced audit on Sat. We exceeded industry standards and also had our first Golden Guard. A Golden Guard is someone who epitomizes the perfect guard or performs an act that stands out with the auditor. Our Golden Guard was Jon Steffen who while he was being audited performed a rescue.

### **FIELD ALLOCATIONS**

Jeff Myers explained the process used to determine field allocations which takes place around this time each year. Jim Zumbo, Athletic Director, Fairport High School initiates a meeting for all groups who use school fields/facilities or town fields. The district schools have first pick followed by those who had use the previous year. Once Perinton Rec program field assignments are in place, any open town fields are eligible for use by other organizations. All entities involved must work together to make the system in place work so well. Other municipalities often struggle with this process. Due to school improvements in the summer of 2009; this process may change, making it necessary to talk with St. John of Rochester to accommodate some of our playground programs.

### **MASTER PLAN UPDATE**

Commissioner Donahue distributed a draft copy of the report summary to all Advisory Board members asking them to review and submit any changes, corrections or additions they feel necessary. Priorities will be removed until the public meeting and then a decision will be made to include the information if it is useful. Some costing estimates will be in the draft received by the boards. A target date of May 2008 is proposed for a public informational review meeting along with posting on the website.

After two years of attempting to negotiate a lease renewal, the Egypt Park lease agreement with Lollypop Farm remains stalled. At this point in time, it appears there is a 50/50 chance of being approved. The existing lease expires April 1, 2009. Without approval on a timely basis, allowing the Egypt Park improvements to be incorporated in the Master Plan, an exit strategy will be planned. If the lease is not renewed, the park reverts back to Lollypop Farm. An answer should be forthcoming by the end of next week.

### **SECURITY NEEDS ASSESSMENT**

Five incidents in the last couple of weeks have brought to the forefront the need to assess the security capabilities at the PCC complex. The present system is dated and limited in its capabilities to access or capture pertinent data related to incidents. Commissioner Donahue has been meeting with various security businesses to determine what improvements are feasible and determine the costs related to these upgrades. The addition of Wi-fi access in the PCC and other town properties is also being explored.

### **WEBSITE UPDATE**

The new website is up and running. Since we manage the site, the data can be manipulated as necessary to provide the best information in a user friendly format. Presently we are working to make facility reservations and some activity registrations accessible for on-line use. All present at the meeting agreed it would be a good idea to promote the website in our quarterly brochure and add it to our receipts as well.

### **AROUND THE TABLE**

Contributions from Advisory Board members are being collected by Jim Donahue and will be donated as a memorial gift to the Rundle Library Foundation in remembrance of Gerry Schaeffer.

The Teen Center is the location for the Unplugged musical event tomorrow, Friday, February 29. The Democrat and Chronicle will be present to cover the event which is to be featured in the March 12 edition of Our Town.

Jayne LaFay visited the Penfield YMCA Adventure Land. She was impressed with the facility, but felt the maintenance was not as good as it should be.

Jeff Myers will be traveling to Capital Hill in Washington, DC on March 13 to attend meetings regarding Recreation and Parks conservation issues.

Jim Donahue made note of the suggestion and will add to the website information on the aquatic awards achieved by our lifeguard staff.

There being no further business, the meeting was adjourned at 8:24pm. The next Advisory Board meeting will be held on **Thursday, March 27, 2008 at the Perinton Community Center, Room 211 at 7:00pm.**

Respectfully submitted,

Stephanie C. Kayser  
Secretary