

PERINTON RECREATION & PARKS DEPARTMENT
ADVISORY BOARD MEETING MINUTES
March 27, 2008

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

GUEST: Kelly Joyal, Intern

MINUTES: Motion to approve the February 28, 2008 Advisory Board meeting minutes by Board member Mike Coppola, seconded by Board member Kevin Ruster minutes approved.

COMMISSIONER DONAHUE'S REPORT

Financial Update

The deposit to the supervisor for March was \$ 294,610.60. This amount was lower than the same monthly deposit last year by \$ 25,424.17. The spring program registration did start one week later this year. Our year to date income is down \$ 26,817.74.

Egypt Park Lease Renewal

The lease renewal process is continuing. There are three outstanding issues that need to be resolved. These issues need to be finalized for the Town to move forward with the recreation and parks master plan.

Jensen Stables X Country Challenge

A letter was received from David Bischoff, race director, for the Jensen's Stables Ultimate XC Challenge. The event was a success in 2007 and they would like to offer the event in the same format on Saturday, October 18. Does the Advisory Board have any comments or concerns about this group conducting the event again this year? In response, Dave Schaeffer mentioned that the use of ATV's last year was the only issue brought to his attention. The Genesee Valley Harriers will obtain the appropriate permits from the building department, including letters of approval from private property owners impacted by the event.

Perinton Community/Aquatic Center

The Community Center was busy during the month of March. Pass and point of sale revenue is up slightly for the year. Spring aquatic program income is similar to 2007.

Master Plan Update

The master plan should be finalized and distributed in April. A public meeting should be scheduled in May.

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 sponsor revenue is coming in as expected. We should be on budget with sponsor revenues. Wegmans has again signed on as a season co-sponsor. Publicity for the summer series will be forthcoming.

Lion's Den Teen Center

The department received some excellent publicity for its unplugged event at the Teen Center in March. The newspaper article featured our own advisory board member "DJ Jazzy Jayne". The staff and volunteers are working hard to bring quality programs to teens at the center.

DIRECTOR MORGAN'S REPORT

Beginning on an historical note for the parks, we have now been operating out of the Parks Operations Center on Cobb's Lane for three years. It hardly seems that long; we must be having fun!

The calendar says it's spring yet the artificial ice rink in Fairport at Fairport Junction is still in operation. To date the rink has been open for 80 days of skating. At this point our projection is that the rink will be open through the weekend and then may well close next week if the weather continues as forecast. Despite some downtime this winter, we are anticipating our longest skating season to date.

Equipment repair and maintenance for all parks grounds equipment continues and is approximately 90% complete. All the equipment, including new purchases, is gone through completely to ensure it is ready to go when it needs to be put back in service. We also are servicing the zero turn mower for DPW as well as all the mechanical equipment for the Crescent Trail Association.

New equipment orders have been placed for a 2008 pickup truck and 2008 sedan with delivery anticipated around May 1st. The two vehicles being replaced, a 2002 pickup and 2003 sedan will be taken to the municipal auction in Palmyra on May 10th. Other equipment being taken to the auction includes two pool tables, 3 line trimmers, a 1997 Toro mower and a 1999 Sabre mower.

The winter tree and shrub pruning program in the parks is almost complete. A significant amount of tree work has also been completed with the highway department assisting on some larger trees at Egypt Park and the DeWitt property.

Kreag Road Park has been the site of ongoing work this month. The maintenance building has been reroofed with new gutters added, new entrance gates are in the works and the entire water line supply system of the park is being replaced with help from the highway department. The repair of numerous leaks over the past few years has finally brought us to the point of replacing the entire system. Additionally, the NYS Canal Corporation is working on the canal trail and stone rip rap on the west side of the canal across from the park.

DIRECTOR MYERS' REPORT

- I. Recreation Programs.
 - A. RECTRAC – Rec Facts.
 1. Spring 2008 registration currently at \$139,805. There are 3,383 participants enrolled in 331 classes.
 2. Spring programs begin Monday, March 31.
 3. Summer 2008 (playgrounds): 1,021 kids enrolled for \$108,046.
 - B. Teen Center Events
 1. Teen Spring Park Clean Up: Perinton Park, 4/27, 1-3pm.
 2. Army Adoption Project: 3 packages prepared to be sent to Iraq and Afghanistan.
 3. Collection of bottles and cans: new receptacles placed at Teen Center and PCC. Also a can collection drive during summer playground program.
 - C. Special Events.
 1. Visit from Mr. E. Bunny and the Egg Hunt on Saturday, 3/16.
 2. St. Patrick's Day and Easter Luncheon for Seniors last week (72 and 41 respectively).

3. Lunch – Theatre for Seniors: School Lunch (Tuna Wrap or Grilled Cheese) and show, “Bringing Back the 80’s”. 34 pre-registered plus a few walk-ons’; Minerva DeLand School.
- II. Facility Usage.
- A. PCC Room and/or Gymnasium Rentals – 2008.
 1. Currently at 109 reservations for \$13,252.00.
 2. Jeff Nutting doing very well with coordination of PCC reservations.
- III. New York State Recreation and Park Society Annual Conference.
- A. Sunday, March 30 through Wednesday, April 3.
 - B. The Saratoga Hotel, Saratoga Springs.
 - C. Debbie, Diane and I will attend. Kelly Joyal has also signed up to go through her own measures.
 - D. I will present twice. 1st one on Internship Program at PRP; 2nd one on managing change in our profession.
 - E. Excellent selection of educational sessions to choose from. Pre-Conference Brochure to review. The conference provides a great opportunity for sharing information and ideas from all over the state.

PRESCHOOL, YOUTH AND SPECIAL EVENTS

- IV. Preschool Programs.
- A. PRESCHOOL and PARENT DROP-IN GYM.
 1. This is a non-registering class.
 2. Tuesday, Thursday and Friday mornings at PCC gym.
 3. Tumbling mats and play toys set up in gym, kids go in for unstructured play.
 4. Parent serves as “spotter” for child.
 5. ~\$4,000 income 2007.
 - B. KREATIVE KLASSES NATURE CAMP
 1. Nature hikes, science experiments, cooking, more.
 2. Appropriately held at White Brook Nature Area Building.
 3. 5 classes offered in spring for 3-5 year olds (enrolled: 17, 14, 13, 15, 12)
 - C. SUMMER PRE-K HOORAY.
 1. Summer playground program for preschoolers.
 2. Last years’ sessions close to capacity
 3. Art projects, toys, games, snacks, gym activities and outdoor playground.
 - D. OVERALL NUMBERS
 1. 2007 TOTALS: 1,386 Participants for \$65,432.50 income.
 2. Winter 2008 showed a \$1,753 increase in revenue.
- V. Youth Programs.
- A. SAMPLE PROGRAMS.
 1. Includes Babysitting course, fine arts classes, youth sports, horseback riding lessons and Schoolbreakers, to name a few.
 - B. OVERALL NUMBERS.
 1. 2007 TOTALS: 273 participants for \$24,464 income.
 2. Winter 2008: \$9,109.00 increase in revenue.

- VI. Special Events.
 - A. Focus on family togetherness and participation.
 - B. Favorites with staff.
 - C. Include Pizza Parlor Poll, Blarney Bingo, Mother-Daughter Tea, Mr. E Bunny, Halloween Parade, and Brunch with the Grinch.
 - D. New ones on horizon: Mighty Machine Mania and Drive-In Movie.

INTERN INTRODUCTION /REPORT

- I. Intern Involvement as of 3/27
 - a. Department Experience
 - Administrative/Financial/Personnel/Computer
 - Clerical
 - Schoolbreakers
 - Recreation Management
 - Program Development
 - Senior Citizen's Programs
 - Community Center Management/ Sports Program
 - b. Programming experience
 - Perinton Pizza Poll
 - Schoolbreakers
 - Mr. E and Jelly Bean Trail, Egg Hunt
 - Senior programming "Wii"
 - Senior lunch program
 - c. Administrative experience
 - Jim – budgets
 - Meetings – department head, reg. staff & NYSRPS
 - Shadow interviewing process
 - Create report – customer satisfaction evaluation of parks shelters
 - Event planning – Mr. E and field trips
 - Individual budgets
 - NYSRPS-Conference preparation
- II. Intern Special Assignment – Annual Report
 - Create a report w/ focus on generating sponsorship
 - Inform public of recreation and parks department
 - Highlight accomplishments
 - Involvement of recreation supervisors
- III. Intern future Involvement
 - Attend state conference
 - Special event programming-Mighty Machine Mania
 - Schoolbreakers – field trips
 - Preschool Programming
 - Center Stage Meeting
 - Detours – teen center
 - Parks Department – two weeks 4/21-5/2

AROUND THE TABLE

Dave Schaeffer expressed his appreciation to the Advisory Board for their contribution to the Rundell Library Foundation in memory of his late wife.

Kelly Joyal thanked the Advisory Board and the Recreation and Parks Department for the opportunity to serve her internship with the Town of Perinton.

Commissioner Donahue and Director Myers thanked intern Kelly for a job well done while she has been with the Department.

There being no further business, the meeting was adjourned at 8:05pm. The next Advisory Board meeting will be held on **Thursday, April 24, 2008 at the Perinton Community Center, Room 211 at 7:30pm.**

Respectfully submitted,

Stephanie C. Kayser
Secretary