

PERINTON RECREATION & PARKS DEPARTMENT
ADVISORY BOARD MEETING MINUTES
JULY 24, 2008

PRESENT: Advisory Board Members Al Chesonis (Chair), Cheryl Hanzlik, Jayne LaFay, Dave Schaeffer, Stephen Van Vreede and Commissioner of Recreation and Parks Jim Donahue, and Recreation Director Jeff Myers.

MINUTES: Motion to approve the June 26, 2008 minutes moved and approved.

COMMISIONER DONAHUE'S REPORT

New Advisory Board Member-The Town Board appointed Stephen VanVreede to the Recreation and Parks Advisory Board at last evening's meeting. The term will take effect immediately and run through 2012. Congratulations Steve.

Staff Update- Bonnie Nohe announced her retirement this past week. Bonnie has worked for the Town since 1991 most recently as the coordinator of the senior citizen program. Bonnie will be missed. She has done an outstanding job working with the senior citizens and staff. The retirement date will be sometime this fall. The Commissioner is working on a staffing replacement plan.

Egypt Park Lease- Progress continues on the wording of the letter of agreement and lease.

Community/Aquatics Center- Our aquatics staff sent a team to the lifeguard challenge at Nazareth College Friday, July 18. Our team finished third out of ten teams. The team did an excellent job finishing first in many of the critical lifesaving skill areas. Congratulations to their top three finish.

Financial Update-The deposit to the supervisor for July was \$ 83,947.47. The year to date income is down \$ 12,495.37.

Master Plan Update- The draft master plan update is in final editing and copies will be printed soon for distribution. The digital document will also be available on the web site. The Commissioner will coordinate the public meeting schedule with the Advisory Board Chair.

2009 Budget- The preliminary budget was reviewed by the Advisory Board finance committee and emailed to the Advisory Board members for their review and approval at this meeting. The approved budget draft will eventually be presented to Supervisor Smith and the Town Board.

Center Stage- The weather has been threatening rain the past two weeks but the concerts have gone off without a problem.

Youth Service Community Award- Julie Eble nominated Megan O'Donnell one of our teen center attendees and volunteers for the Youth Voice, One Vision Youth Community Leader Award. We were notified that Megan will receive the award on August 14.

DIRECTOR MYERS REPORT

- I. Recreation Programs.
 - A. RECTRAC – Rec Facts.
 1. Summer 2008 registration currently at \$320,188.86. There are 4,070 participants enrolled in 325 classes. (Summer 2007: \$315,046).
 2. We may see a slight increase, as session 3 of playgrounds starts Monday.

- B. Fall Brochure to be mailed tomorrow.
 - C. Fall Registration begins Monday, 8/11.
 - D. Major Summer Programming.
 - 1. Next week begins final session of regular Playground program. 2 additional weeks of Better Together Camp for kids w/ special needs.
 - 2. Sports camps wrap up next week.
 - 3. Swim Camp 7/28 & 8/11: 24 participants this week and 25 in two weeks.
 - 4. Ellis & Assoc. Lifeguard Training, 7/28: 12 enrolled, class filled.
- II. Facility Usage.
- A. PCC Room and/or Gymnasium Rentals – 2008.
 - 1. Currently at 224 reservations for \$29,899.00.
 - 2. 49.83% of budgeted revenue.
 - B. Senior Tea.
 - 1. Sunday, 7/27, prior to Center Stage concert.
 - 2. Seniors bring their own teacup, with a story.
 - 3. Tea, w/ small sandwiches, scones, other finger foods.
 - C. Syracuse University Freshman Send-Off.
 - 1. Saturday, August 2: Local SU alums host a meet and greet for the local freshmen about to start their college careers at SU.
 - 2. At least 6 or 7 years running.
- III. Other Summer Programs
- A. Gazebo Concert Series currently holding their 7th concert of the season. Tonight's concert cancelled due to rain, the first cancellation of the season. Three concerts remain.
 - B. Center Stage: 7/6 – Paulson, Baker & Garvey w/ Al Keltz & Carol Mulligan ~ 2200 attendance. 7/13 – Roger Eckers with Kim Westcott ~ 1000 attendance. 7/20 – Ruby Shooz ~ 1300 attendance, questionable weather. All shows have run smoothly. The volunteers, staff and vendors have been doing a wonderful job.
- IV. Department Transition Plan:
- A. Janelle Reed Resignation
 - 1. Duties to be redistributed to remaining recreation staff.
 - 2. Work hours will be adjusted for Jeff Nutting.
 - 3. Strategic meeting (recreation staff) held on Tuesday afternoon.

2009 Budget Overview

The Finance Committee met and reviewed the department's 2009 draft budget. This was distributed to Advisory Board members and discussed. A motion was made, seconded, and approved to send the budget document forward to the Town Supervisor.

Playground Inspection

The rain in the area prevented the Advisory Board from visiting the Center Park playground for a demonstration of the playground inspection process. Staff member Bob Ellis presented an overview of the playground inspection to the Advisory Board in room 211. Bob is a Certified Playground Safety Inspector (CPSI) by the National Recreation and Park Association. This is a three year certification.

There are three levels of inspection

High frequency-playgrounds checked regularly by all parks staff

Low Frequency-a monthly inspection of all playgrounds by Bob Ellis. Bob makes written reports of all inspections and forwards the reports to the parks foreman.

Playground safety audit-This audit is performed only when a new playground is installed or a major modification is made to a playground.

Bob stated that improper safety surfacing accounts for approximately 75% of injuries nationally. We have a variety of safety surfaces and the parks staff regularly maintains the safety surfacing. Bob spends one or two days a month inspecting playgrounds. Reported problems in playground equipment are dealt with immediately. Bob shared some of the detail in things that he looks for in a playground audit. A question and answer session completed Bob's presentation.

There being no further business, the meeting was adjourned at 8:30 pm. The next Advisory Board meeting will be held on **Thursday, August 28, 2008 at the Perinton Community Center, Room 211 at 7:00pm.**

Respectfully submitted,

James A. Donahue
Commissioner of Recreation and Parks