

PERINTON RECREATION & PARKS DEPARTMENT
ADVISORY BOARD MEETING MINUTES
Thursday, April 22, 2010

PRESENT: Chair Al Chesonis, Advisory Board Members Mike Coppola, Cheryl Hanzlik, Stephen VanVreede, Commissioner of Recreation and Parks Jeff Myers, Director of Recreation Diane Riesenberger and Director of Parks Stacey Estrich.

GUEST: Gregg Svenheim, Treasurer, Crescent Trail Association

MINUTES: Motion to approve the April 22, 2010 minutes by Board member Cheryl Hanzlik, seconded by Board member Stephen VanVreede; minutes approved.

COMMISSIONER MYERS' REPORT

DEPARTMENT TRANSITION

The transition of the department has gone smooth to this point. Recreation Director Riesenberger is doing well in her new role, and continues to enthusiastically learn her new duties. Jeff Nutting has done well with his change of hours to the early shift (5am to 1pm).

RECREATION LEADER SEARCH

Recruitment efforts for a new Recreation Leader have proven to be successful. The search committee consisted of Commissioner Myers, Recreation Director Riesenberger and Assistant Recreation Director Ellis. We received 13 application packets, of which we interviewed 8 of the candidates. Commissioner Myers will present the name and credentials for our new staff member to the Town Board at the April 28, 2010 Town Board meeting, for their approval. Our candidate of choice has a strong mix of education and experience in the field. He also had a very strong interview. We look forward to working with this new staff member.

AQUATIC CENTER SAFETY AUDIT

The aquatic center was once again visited by a staff member of Ellis and Associates. They periodically conduct an Unannounced Observational Audit, where they evaluate the aquatic safety and risk management operations. The audit is conducted on three sections of the operation. The first section is Individual Lifeguard(s) Evaluation. The second section is a simulated emergency Evaluation; and the third section is an Administrative Section Evaluation. Our agency received an "Exceeds Standards" Overall Evaluation. A copy of the audit is available at this meeting to review.

LABORER/ SHOP TECHNICIAN SEARCH

Due to a recent staffing action, the Shop Technician (mechanic) position is open. Parks Director Estrich has been reviewing candidate packets and conducting a few interviews for the position. Commissioner Myers will present the name and credentials of the candidate of choice to the Town Board at the April 28, 2010 Town Board meeting, for their approval.

HVAC ROOF TOP UNIT AT THE PERINTON COMMUNITY CENTER

One of the roof top HVAC units on top of the community center is experiencing some major functional inadequacies. At this time, only one of the two compressors are working, which results in only ½ cooling capacity. The unit in question is a Trane, 12 ½ ton cooling unit. It was installed during the construction of the Community Center, in 1997. The average life expectancy of this unit is approximately 10 years. The cost of replacing the faulty compressor is \$3,030 in materials and labor. However, it is only a matter of time before the 2nd stage compressor fails and will also require replacement. The replacement cost for the entire Roof Top Unit has been quoted at \$14,950.00. It is estimated that the annual energy savings that the Town of Perinton will gain from a new Rooftop unit is approximately \$1,281.00. Commissioner Myers is requesting that the Town Board authorize the transfer of the necessary funds from the Building Improvement Capital Reserve Account, to the Recreation and Parks Maintenance and Repair line. This transfer is

subject to 30 day permissive referendum, which will commence upon the approval by the Town Board to transfer the funds.

SAVINGS ON PRINTING COSTS FOR PROGRAM BROCHURE

We are now on our third season of brochures that have been printed by our new printer, Penny Lane Printing. To this point, Penny Lane Printing has been very easy to work with. The quality of their work is top notch, and the savings we will realize after the end of the year will be in the neighborhood of \$7,580.

FINANCIAL UPDATE

The deposit to the Supervisor for April was \$118,153.11. This amount is \$14,093.53 higher than April of 2009. We are down to \$6,329.29 behind in income to date (through April 20th) compared to last year, which is a jump from \$20,422.82 behind year to date through March 20th.

DIRECTOR ESTRICH'S REPORT

1. Parks, General
 - a. All court nets were installed early this April. Soccer fields are lined and nets placed. Softball fields are in repair. We are doing a few extra steps and redefining the infield. Our new athletic field liner works great.
 - b. The new Toro zero turn mower arrived and also functions at high standards. Rob Cooper (Equipment Operator/ Field Liner) has run both pieces of equipment and is very satisfied. This will speed up our mowing and lining times.
 - c. Water is turned on and restrooms will be operational starting May 3rd.
 - d. Night Guards start May 3rd.
 - e. The full time Mechanic position was posted on Friday April 9th. Nine applications were received and interviews took place over the last week. A verbal offer has been accepted and waiting Town Appointment on April 28th. In the meantime, staff and Scott Allen have been working on equipment and preventive maintenance.
 - f. Vehicles and equipment go to auction next week. State contracts are just coming out and orders will be placed soon.
 - g. Seasonal staff returns in May and we are ready. Mowing has started at a fast pace due to an unusually warm April.
2. Community Projects
 - a. Eagle Scout projects
 - i. Harts Woods- Bridge and trail construction
 - ii. Bunker Hill- trail repair and maintenance
 - iii. Garnsey Arboretum- Bat and blue bird houses/ installation
 - iv. Dog Bag Box dispensers for about 10 locations
 - v. Plus CTA Scout Projects
 - b. May 1st- Our first Park Steward Day at Spring Lake Park- planting native materials, erosion netting and fencing off area for establishment.
 - c. May 8th- Teen Center Mulch volunteer day
 - d. April 24th- Earth Day Park Ranger for a day was cancelled due to low registration numbers.
3. Kreag Road Park- Sports Field Lighting Project
 - a. From last month's minutes:
 - i. Installation is in progress. Fairport Municipal Commission and DPW have been a tremendous help. Estimated installation figures were close to \$100,000.00. Quotes received for partial work ranged from \$25,000-55,000.00. We are currently estimating \$20,000.00 in contract services (electrician/ crane) and about \$2000.00 in misc.

materials. Poles will be lifted on Jim's last day. Kreag Road Park new sports field lights should be completed by April 2, 2010.

- ii. Total material expense \$21,864.57
 - b. Lights were tested Monday 4/19/10 and burned for about 45 minutes. Each full time staff member and night guard will receive a personal code to turn lights on and off via cell phone. Scheduled games will be on a timer system that can be adjusted by cell phone or computer.
 - c. Parking lot project starts on April 28th with milling followed by regrading of the parking lot and asphalt surfacing.
 - d. The NYS DOT project to fix the bridges will not start until later this summer or spring 2011.
4. Potter Park
- a. New playground installation starts Monday April 26. The current playground is planned for demo today and tomorrow.
 - b. A Doyle security system was installed at the Lion's Den.

DIRECTOR RIESENBERGER'S REPORT

RECREATION PROGRAMS

Rectrac

Spring 2010 registration currently at \$157,910.20.

There are 3, 579 participants enrolled in 334 classes.

Facility Usage

Currently at 152 reservations for \$23,910

Programs and facility usage are both up from 2009 at this time.

SPECIFIC PROGRAM NOTES

Soccer

Numbers are almost identical to last spring. 26 teams and 399 participants

Softball

By lowering the residency restriction from two thirds to 50% of each team's roster, we have added 5 additional teams. These new teams will generate an additional \$820 in team fees and an extra \$1,500 to \$2,000 in total individual registration revenue.

Schoolbreakers Spring Fitness

Enrollment numbers for this 1-5PM afternoon of fitness healthy snack and swimming in the Aquatic Center has been going very well. We are averaging over 20 participants per day and enrollment remains open.

Teen Center

We delivered 100 friendship bags made by the teens to the Bivona Child Advocacy Center. Bags were filled with snacks and small toys donated by the teens and the Girl Scouts and will be distributed to the children in the waiting room. The teens are asking for more Wii games and we are looking into the possibility of replacing the much loved computers.

Senior Center

Daytour trips, miniature golf and matinees at the Dryden Theater are being planned for the summer.

A Canasta group is being formed for Thursday afternoons. A dinner in the evening is also being planned for the summer, a chicken and ribs luau at Center Park. The Volunteer Luncheon is being planned for Friday, October 29, 2010. We are losing many of our seniors to declining health and passing away. We are looking into creative ways to bring in new seniors.

SPECIAL EVENTS

Mighty Machine Mania

May 1. We will have 18 vehicles from DPW, Fairport Fire Department, Parks Department and Fairport Electric. Children will receive construction hats and stickers. Registration is currently at 142.

Mother-Daughter Tea

The social event of the season. Registration is currently at 86 and the event begins at 1pm on May 8.

Spring Orienteering

May 23, outdoor family fun in Center Park. Registration is currently at 86.

DEPARTMENT NEWS

Interviews went very well for the position of Recreation Leader. We are in the process of having Jeff Ackerman move his office upstairs. Our new hire's office will be downstairs so he can oversee the fitness area. Once approved by the Town Board, we are very excited for him to begin. The transition continues to go well. I am holding staff meetings on a weekly basis now to keep everyone in the loop and strengthen our teamwork. Jeff Myers has been a great support to me as I meet new challenges everyday.

SUMMER PLAYGROUND PROGRAM UPDATE

The 2010 Summer Playground program planning has been well underway since January. Our staff has increased to 60 this summer with the addition of another playground site. We have been interviewing since mid-February and have 3 more positions to fill. We hope to have hiring completed in a couple of weeks. Our returning staff is very dedicated and looking forward to another summer of fun.

Summer 2010 will not be without challenges. Three of our 5 sites are brand new due to the ongoing school construction. Playground sites will include; Fellows Road Park, Potter Park, Perinton Community Church, St. John of Rochester and Johanna Perrin Middle School. Johanna Perrin Middle School will also be the site for our Better Together/Bright Future program. All four teachers from this program have agreed to return for another summer and for this we are very fortunate.

Orientation for all staff will be held Wednesday through Friday, June 23-25 at the PCC. Wednesday and Thursday will be staff training and planning days and Friday staff will go to their sites with supplies and equipment and get ready for opening day, June 28. Staff will also go through a First Aid course led by Steve Watters from Perinton Ambulance. A guest speaker from the Healthy Hero program will discuss the issue of childhood obesity and the importance of keeping children active. Staff will be making healthy snacks and learning new activities they can use in our program. Hours of orientation are 9 am – 4 pm.

Better Together/Bright Future will begin on Tuesday, July 6. Related services for the children must begin after July 1. August 6 will be the last day for Fellows Road, Potter Park, Perinton Community Church and the "regular education" students at Johanna Perrin. St. John of Rochester and Better Together/Bright Future will end on August 16. Camp times are 9am – 4pm and 9am - 3pm for Better Together/Bright Future students. The stay-thru-lunch program remains very popular and we are hoping to increase those numbers at our newer sites by allowing more than 50.

To date we have 600 children ages 5-13 years of age registered. We know the numbers will increase greatly when the summer brochure is mailed Friday, April 23. We currently have 72 volunteers ages 15 and up signed on to be "helping hands" this summer. They will go through an orientation in early June. This summer we hired 7 volunteers from previous summers. These volunteers have completed one year of college and are very excited to now be staff members. This has been a very successful program.

Our themes for this summer will be:

Blazing the Trail	Ancient Times
Healthy Hero	Going Green
Imagine That	Have A Ball
Good Job	

In my thirteen years directing summer playgrounds, I have never repeated a theme. Jeff Nutting promises to keep the tradition going. He is doing an excellent job learning the many details of the program and we will work closely together this summer to see that all our children have a safe, fun camp experience.

Field trips planned:
PCC Aquatics Center
Empire Lanes
Pittsford Cinema
Frontier Field – Camp Day
Fun Zone – roller skating, laser tag and video arcade
Steve Falcone Memorial Carnival

We are still in need of one more bus driver. We expect more applicants in the middle of May when the 2010 Summer School schedule is announced by the school district. Our drivers from the Fairport Central School District are wonderful and do a great job. We took over the task of getting drivers and assigning trips two years ago. Although quite an undertaking, this helps us with consistent drivers for each site that the kids come to know and trust. Drivers are also excellent with finding a sub and letting us know well in advance when they are unable to do their run. Many of our drivers have been with us for many summers. They only drive for us in the summer and not the school district.

A press release has been sent to the Democrat and Chronicle and Fairport/Perinton, East Rochester Post newspapers highlighting our summer program. New this summer will be non-residents being able to sign up. Non-residents were not able to sign up in the Spring 2010 brochure but will be able to sign-up after May 10. For years we have had many requests from non-residents to be able to participate.

Cost for a two week session (10 days) is \$120 and \$150 for stay-thru-lunch program.

Summer Pre-K Hooray and our Kreative Klases Nature Camp at Whitebrook have good registration numbers as well. All staff have been hired for these programs.

We are excited to share our summer 2010 brochure with you. We hope our residents will be excited as well and take advantage of our many wonderful program offerings.

AROUND THE TABLE

Mike Coppola added that it is nice to have Diane Riesenberger present at the meetings in her new role as Director of Recreation.

Chair Al Chesonis asked Jeff Myers and Diane Riesenberger to provide a brief report to the Advisory Board at the next meeting sharing their vision for the Recreation Department going forward. Al also asked that a "Wish List" of items needed at the Teen Center be provided by Diane.

There being no further business, the meeting was adjourned at 8:00pm . The next Advisory Board meeting will be held on **Thursday, May 27, 2010 at the Perinton Community Center in Room 211 at 7:00pm.**

Respectfully submitted,

Stephanie C. Kayser
Secretary