

**PERINTON RECREATION & PARKS DEPARTMENT**  
**ADVISORY BOARD MEETING MINUTES**  
**OCTOBER 23, 2008**

**PRESENT:** Advisory Board Members Mike Coppola, Cheryl Hanzlik, Kevin Ruster, Commissioner of Recreation and Parks Jim Donahue, Director of Parks Dave Morgan and Recreation Director Jeff Myers

**GUEST:** Melanie Oyer, SUNY Brockport Senior/Perinton Recreation and Parks Department Intern

**MINUTES:** Motion to approve the August 28, 2008 minutes by Board member Mike Coppola; seconded by Board member Kevin Ruster; minutes approved.

**COMMISSIONER DONAHUE'S REPORT**

**Silver Sneaker Instructor Evaluation**

One of our Silver Sneaker instructors, Dylan Mariah, was evaluated by a Silver Sneakers National Programming Coordinator. She received an excellent rating and was strongly recommended. She is doing a great job for us. Jeff Myers, Bonnie Nohe and Kim Zeck met with our representative from Silver Sneakers and discussed ongoing programming issues. The Commissioner has made inquiries to Silver Sneakers to provide the Town with a high fee reimbursement.

**Red Ribbon Festival**

The Red Ribbon Festival was held on Sunday, October 19 from 1-3 at the Perinton Community Center. It was announced on FACT 12, the Perinton Post, fliers at the Community Center and fliers went out to all grade levels. The principals also put it in their weekly e-news. Chuck Mancuso volunteered his time and blew up red and white balloons with the help of teen volunteers. Balloons were put outside and throughout the Community Center. Signs were made prior at the Teen Center with the help of more teen volunteers from Detours, Asset Leadership and our Teen Advisory Board. As people walked into the lobby they were greeted by Dick Hastings with apples and granola bars. An "information" table, and face painting were set up in the lobby. Deputy Dan Lyon and staff from the Monroe County Sheriff's Department made photo ID's for children with the Operation Safe Child program. Many parents took advantage of this. There was an orienteering map for participants with markers throughout the Community Center. The prize for completing the search was 4 swim passes and 4 Perinton Recreation t-shirts. We did have a family win the prize. One half of the gym was open for basketball and the other half had music provided by DJ "As You Like It" and from 2-2:30 pm Aviella Winder performed. There was a game room with candy bar BINGO, activities, a guessing jar and mini-basketball. The arts and crafts room had red beads and boondoggle and crafts all having to do with Red Ribbon week. Volunteers consisted of teens, parents, CPAC members and Perinton Recreation staff. We estimated about 150 people attended.

**Hart's Wood Plaque**

The Town received a bronze plaque to post at Hart's Woods from the National Park Service to recognize the National Natural Landmark we have in our community.

**Publicity**

We have added publicity and promotions responsibilities to Kathy Goodrich, one of our part time staff. Kathy is responsible for making weekly contacts with the media and updating web photos, news releases, and promoting programs. We have had measurable media success in the first few weeks of implementing this initiative.

### **PCC/Aquatics Center Update**

Birthday Pool parties continue to be popular. The aquatic center is open longer hours during the school and town holidays.

### **New Pool Related Legislation/Requirements**

The Virginia Graeme Baker Pool and Spa Safety Act passed by Congress and interpreted by the Consumer Product Safety Commission which issued Public Law 110-140 would require us to replace pool drain covers in the lap pool and hot tub with different drain covers. As it currently stands, all pools must comply with this law by December 19, 2008. There are several problems with implementing this legislation. We have had dialogue with Ellis and Associates for several months about this legislation and our ability to comply. While implementing these changes may make the pool safer there are currently no products on the market that we can use. The products are expected to roll out sometime in November. We need to get design approval, purchase product, and install the products at the bottom of the pool and spa by mid December. This is not realistic for us or other recreation agencies and pool operators. The National Recreation and Park Association has summarized our concerns and forwarded them, in letter format, to the Consumer Product Safety Commission. A copy of the letter is available to board members. We will comply with the legislations as soon as possible and practical given the many obstacles we face. We share the intent of the legislation which is to provide a safe facility for users.

### **Staff Update**

The staffing transition to fill Bonnie Nohe's position is in its final stages. Bonnie's last day of work will be Oct 30.

### **Financial Update**

The deposit to the Supervisor for October was \$ 52,446.57. Several checks included in last October's deposit are still pending; playground reimbursement, gym rental and senior citizen checking account transfer.

### **Master Plan Update**

The master plan public meeting was conducted Wednesday, September 17. A Microsoft Power Point presentation was provided to the attendees. Public comment was captured and will be taken into consideration. The Advisory Board will finalize the plan and forward it to the Town Board.

### **2009 Budget**

The Town Board approved the 2009 budget at a meeting on Wednesday, October 22.

### **Community Empowerment Conference**

Supervisor Smith has requested the Commissioner to attend a conference in Saratoga Springs on November 12 and speak with a panel of presenters about senior citizen services and housing opportunities in Perinton.

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### **Cobb's Lane Canal Crossing and Roadway Realignment Project Update**

Dave Schaeffer and Jim Donahue serve as representatives to this project committee. The committee met with Lu Engineers and reviewed the draft Project Scoping and Design Report. A community meeting has been set at the Perinton Community Center for Tuesday, November 18 at 7:00 PM to review the proposed plans and seek community input

### Kreag Road Park Dock Renovation

We have received a proposal from Trowbridge and Wolf to modify the boat dock at Kreag Road Park to lower a section of the dock to accommodate smaller water craft. The Town Supervisor, Commissioner of Public Works, Parks Director and the Commissioner of Recreation and Parks visited the site and agreed the dock modifications would better serve the public.

### DIRECTOR MYERS' REPORT

- I. Recreation Programs.
  - A. RECTRAC – Rec Facts.
    - 1. Fall 2008 registration currently at \$201, 338. There are 4,451 participants enrolled in 369 classes. (September report: \$189,947) (Fall 2007: \$209,060).
  - B. Focus on Programs.
    - 1. Halloween Parade takes place at Potter Park tomorrow evening. Jeff Nutting is all set to run this program.
    - 2. Red Ribbon Festival Kick-Off (10/19): Activities at the Community Center, including a game room, crafts, face painting and orienteering. Swimming was also discounted for the participants.
    - 3. Family Orienteering: Sunday, 10/26. 100 people (30 families) enrolled.
  - C. Teen Center Programming

The Teen Center has been very busy this month. The teens Homecoming Float won first place for the second year in a row in the Community Float category. The teens also constructed two scarecrows in front of Village Hall for the Scarecrow Festival. Photos can be seen on our web of each event.

Friday evening, the Teen Center hosted another "Unplugged". We had over 60 people in attendance. We also received a complimentary letter that was sent to the school principals and Jim Donahue. The kids watching were great and the performances by the teens were outstanding, once again. Many parents stayed to watch. Perinton Pizza Emporium donated pizza for everyone. "Jazzy Jane" did a fantastic job as our emcee for the event and we are very grateful for her outstanding support.

Our next "Unplugged" event is November 21 from 7-9pm and everyone is welcome.

Our teen Halloween Party is this Saturday evening.
- II. Facility Usage.
  - A. PCC Room and/or Gymnasium Rentals – 2008.
    - 1. Currently at 313 reservations for \$57,152.00.
    - 2. 95.25% of budgeted revenue.
    - 3. Large account was paid in full yesterday.
    - 4. Many new inquiries for room rentals coming in on a daily basis.
  - B. Drop-In Programs.
    - 1. Thursday night Drop-In Volleyball began on 10/2. Numbers have been slowly increasing as the weeks progress and the weather changes.
  - C. Flu Shot Clinic held here on October 9<sup>th</sup>. Three more scheduled (10/24, 11/6, 11/21).

- D. Preliminary research being conducted on Dog Park Design, Maintenance and Programming best practices.
- III. Department News
- A. Diane Riesenberger became a new Grandma late last month with the birth of her Grandson, Noah.
  - B. I attended the National Recreation and Park Association (NRPA) Annual Congress, held in Baltimore, Maryland last week. I attended some excellent educational sessions and sat in on some important meetings related to recreation program and service delivery. I also inquired with a few playground manufacturers on animal themed playground equipment. They will be getting back to me with some details. Conference Program is available for your review, along with brief info on one educational session.

### **DIRECTOR MORGAN'S REPORT**

Resurfacing and color coating of the four tennis courts and practice area at Fellows Road Park have been completed and the courts look great. Unfortunately the weather has caught up with us and the Super Seal Sealcoating Company will, in all likelihood, not be able to complete the Potter Park courts this year due to the cold weather. The specified crack filling system in particular requires warmer weather for proper application. The company will honor their bid price for the remaining work at Potter which hopefully will be completed next April.

The stage cover at Center Park was taken down for the season this past Monday as the weather was cooperative for that endeavor. Some repairs are necessary to the lower half of the cover but when completed should give us another year of service from the structure.

Eagle scout candidate Jesse Nicolay has completed his project of sanding and staining the transient boat dock at Perinton Park. With this work completed, all the docks at the park have been done this year.

Reconstruction of Garnsey Road is nearing completion. Utilities are complete and paving is on schedule. Areas of the Arboretum have been regraded and the concrete sidewalk on the south side of the park is being poured today. The Resident Engineer reports that the project is on schedule and should be complete soon.

Perinton Park is currently being impacted by work on the 36 inch water main that runs through the park. Sections of the main are being excavated and anodes and wiring attached to prevent corrosion to the line. Progress is being monitored and followed to make sure the site is restored following the construction.

As the weather cools and equipment is available, we have started the repair, maintenance and winterization of all the parks grounds equipment. Helping in this process is a new air lift which was recently installed for maintenance of some smaller pieces of equipment which are not able to be serviced on the larger overhead lift. Parks lead mechanic, Gerry Wesche, has just completed his first year with the department and is doing an outstanding job in our shop.

A meeting discussing the artificial ice rink at Fairport Junction was held October 8th. For the coming season the ice rink program will remain at the same size and location as in past years. It is hoped that the rink will be up and running with skating available in early December. Even with refrigeration, the artificial ice service is still weather dependent; especially for the start up procedure.

Sidewalks are currently being replaced at the Lion's Den as the existing ones had settled and were causing drainage and structural problems. New subsurface drains have been installed and new asphalt and paver sidewalks should be completed within the next two weeks.

Once again we had a good return on equipment consigned to the fall municipal auction. Net proceeds were \$9504.00 which will be deposited into the Capital Reserve Account for Parks Equipment.

The former shuffleboard courts at Potter Park were converted earlier this year into two four-square courts for the playground program. At that time they were smaller than regulation size but set to have them in service for the summer. Recently the courts were repaved with four inches of concrete and are now full size and should be a very popular activity in the park.

### **INTERN MELANIE OYER REPORT**

- Introduction
  - Senior at SUNY Brockport , will be done in December
  - Grew up in Hilton and now lives in Spencerport
  - Really values municipal recreation and is very glad to be an intern at Perinton Rec
  - Has a passion for aquatics
- Assignments to do for school
  - Daily logs
  - Complete 562.5 hours
  - Activity reports (Just 2) about 6 pages each
  - Put on a big program/event or a project
    - Preparing a document instead of a program/event
- Assignments to do for Perinton
  - Duties as an intern are to observe and learn
  - Keep track of comments on the new equipment in the Fitness Center
  - Shadow a different person each week
    - Complete any tasks assigned
    - Research dog parks for the town as project
    - Compile the information and present to Jim, Jeff and Dave Morgan, when it's completed
- Experiences
  - Broad range of experience
    - Worked with parks, maintenance, clerical, seniors, recreation supervisor, Jim and Jeff M, more to come in the up-coming weeks
    - Helped with special events –Center stage, Red Ribbon, Bonnie's surprise party, and fall family fun
    - Will be helping with the Halloween Parade tomorrow and Orienteering on Sunday
    - Attended meetings for professional organizations (NYSRPS and GVRPS) and planning committees for the local conference (GVRPS) coming up in November
    - I have had many opportunities to network with people across New York State
    - I will be helping out by planning and compiling an activity for the GVRPS conference
  - Dog Park
    - Researched different parks around the nation
    - Learned the different amenities, rules and regulations that are out there
    - Met with Alice Calabrese Smith from Lollypop Farm on Wednesday
      - Discussed the parks overview such as budget, amenities and location
    - Follow up with Onondaga County to view their dog park in person

- Review the power point presentation Jeff Myers brought back from the National Conference which contains valuable information on dog parks
- Interview people who use dog parks to determine what they expect from a dog park and why they value them
- Many thanks to all from Melanie; she is really enjoying her internship at Perinton Rec and Parks!

### **MASTER PLAN DISCUSSION**

Commissioner Donahue reviewed the submitted changes to the Master Plan that will be sent on to Trowbridge and Wolf. The members of the Advisory Board were in agreement that since the Master Plan is a living/working document, the list of improvements should be evaluated yearly and prioritized according to current needs and resource availability.

### **BICYCLE TRAIL DISCUSSION**

Further research is needed to determine the interest in and expansion of bike trails in Perinton. At this time, it is hopeful that Perinton may be able to piggy back with the Town of Penfield Bike Trail Study being conducted. This may assure our bike routes are in keeping with new development projects and the proposed operation and maintenance of them as well. As the idea of a dog park is researched, it may be feasible to incorporate a bike park along with a dog park.

### **PERINTON PRIDE FUND**

A report will be presented at next month's meeting.

### **CANAL CONFERENCE REPORT**

In a brief overview of the Canal Conference attended by Kevin Ruster, he reminded the board that the Village of Fairport is very fortunate to have the benefit of this valuable resource as evidenced by the huge attendance on Canal Days each year. Other towns have capitalized on the use of the canal as well. Palmyra holds Pirate Days, a popular family event; Lockport features canal caves and Buffalo has the waterfront. The canal system would like to feature trails from Albany to Buffalo. Due to a lack of financing, maintenance and upkeep on the canals and trails has been cut back. Thanks to advice from Dave Schaeffer on the event, Kevin found the conference very interesting.

### **AROUND THE TABLE**

Mike Coppola and Kevin Ruster again welcomed Melanie Oyer and thanked her for sharing her experiences while an Intern with Perinton Recreation and Parks.

Recreation Director Jeff Myers and Kevin Ruster expressed their thanks and best wishes to Bonnie Nohe on her retirement.

There being no further business, the meeting was adjourned at 8:15pm. The next Advisory Board meeting will be held on **Thursday, December 4, 2008 at the Perinton Community Center, Room 211 at 7:00pm.**

Respectfully submitted,

Stephanie C. Kayser  
Secretary