

PERINTON RECREATION & PARKS DEPARTMENT
ADVISORY BOARD MEETING MINUTES
Thursday, May 28, 2015

PRESENT: Vice Chair Mike Coppola, Advisory Board members Jim Donahue, Paul Fioravanti, Cheryl Hanzlik and Jim Unckless, Commissioner of Recreation and Parks Jeff Myers, Parks Director Stacey Estrich, Recreation Director Diane Riesenberger, and Recreation Leader Tom Winslow.

MINUTES: Motion to approve the April 23, 2015 meeting minutes by Board member Jim Donahue, seconded by Board member Jim Unckless, minutes approved.

COMMISSIONER MYERS' REPORT

Denis Gurnett Retirement Announcement and Transition Plan

On April 30th, Maintenance Mechanic, Denis Gurnett announced his intention to retire from his position on June 30th, 2015. He has served in that role since December of 2003. The Town Board approved a request to transfer Parks Foreman Scott Allen to the Maintenance Mechanic position at Wednesday night's meeting. We will now begin an active search for a Parks Foreman.

Financial Update

The Deposits to Supervisor in May was for the amount of \$172,957.96. This amount is \$3,480.41 more than May of 2014. We are now at \$16,795.11 above income compared to this time last year.

Staff Attended State Recreation Conference

Six members (Myers, Estrich, Nutting, Allen, Weber and Winslow) of the recreation and park staff, as well as Supervisor Barker attended the NYSRPS Annual Conference April 26th through the 28th. This year, the society partnered with the Upstate NY Chapter of the American Society of Landscape Architects. This enabled us to also attend sessions designed for landscape architects, and was very beneficial.

Commissioner to Serve on State Society Board of Directors

During the recent state recreation and parks conference, I (Commissioner Myers) was approached and asked to consider serving on the NYSRPS Executive Board again. There was going to be a vacancy in the President-Elect position on this year's elections ballot. After conferring with Supervisor Barker, I accepted the request. I will serve three consecutive years (President-Elect, President, Immediate Past President). This will be my second term as the society's President.

Elliptical Fitness Machine Purchase

We were authorized by the Town Board to purchase a new Precor EFX Elliptical Machine. This is a replacement for an 11-year old elliptical that broke down a couple of weeks ago. The new elliptical arrived yesterday afternoon, and is now in service.

Closed Circuit Video Monitoring

I have obtained a second quote to upgrade our closed-circuit video monitoring system at the community center. We are reviewing the two quotes and determining which provides the best services for our needs. One of the companies that provided a quote holds the NYS Contract for security systems.

Egypt Park Ribbon Cutting

We have scheduled a ribbon cutting for the Egypt Park Playground for Friday, June 12th, at 10:00am. You are invited to attend.

PARK DIRECTOR ESTRICH'S REPORT

Spring 2015 Goals:

Perinton Park upper parking lot opens today with a superb face lift. The parking lot has been closed for several weeks while the area was milled, paved and lined. New signs for select parking areas and storm water catch basins were installed for added improvements. Please visit and look at the fantastic job the Town Highway, Sewer and Parks Department collaborated on. A few final touches will complete the project. Next year the lower parking lot will be addressed and possibly expanded.

At Egypt Park, the newly constructed farm themed playground with poured in place safety surface is installed. Next week, park crews will be removing excess tennis court, hydroseeding and painting a portion of the remaining court. The hard court surface will turn into a play area for foursquare and hopscotch. Picnic tables will finish the new playground surroundings. Unfortunately, due to highly interested individuals we have closed the entire park in order to keep everyone safe. Commissioner Jeff Myers is planning a Ribbon cutting.

The next major project is the Kreag Road Park shelter. Plans are already underway for demolition and installation plans during June.

The Recreation and Parks Community Bus was approved at Wednesday evenings Town Board meeting. Jeff Myers, Diane Riesenberger, Jeff Nutting, Dillon Dayton, myself and several other staff researched the purchase of an ADA accessible bus. This involved following all regulations involving NYS Department of Transportation. We are very pleased to offer a bus to our community with wheel chair accessibility, bi-color seats for depth perception, hazard yellow grab bars, and interior LED lights. All of these features add to the general safety of bus passengers.

Park Projects:

The lower parking lot at Perinton Park had electrical issues from freezing and thawing this past winter. A new breaker box was installed along Fairport Road. We are building an enclosed frame structure before Fairport Electric installs a new meter.

The annual raising of the amphitheater shell was completed May 14. The first reservation is this Sunday, May 31 for a local Church group.

All fields, soccer and softball, were ready for play at record speed this spring. Park staff did a tremendous job overhauling many of the infields and preparing soccer fields for openings days. I was also invited to counsel Fairport Little League on the fields at High Acres. Fairport Little League is considering a large field improvement project for this fall. A consultation report was sent to them for review.

Crescent Trail Association has started mowing trails. Park staff joins them every Wednesday morning for roughly 4 hours to support their efforts.

Fellows Road Park water lines and water fountains were the only major issue when turning water on after a harsh winter. Parks staff has completed repairs and has opened the water fountains and restrooms for park users.

The Erie Canal finally opened May 8. The Bushnell's Basin docks and Ayrault Road boat launch were ready for boaters and kayakers enjoying this tremendous weather. The Hess fuel station is once again serving as dock masters for Bushnell's Basin docks.

Camping is in full swing this year with overnight stays at Whitebrook, Spring Lake Park and Bushnell's Basin.

Staff:

Park staff assigned to specific parks returned full swing middle of April, and night guards returned Friday, May 1st. Over the past few weeks many of our summer support staff has joined our team to catch up on mowing, trimming, landscaping and mulching. The Town Hall and Community Center were beautified by several of the park staff this week.

The town participated in our second JP Morgan Chase Corporate Challenge on Tuesday, May 26th. Twenty-two team members sweated hard in hot, humid weather. Everyone did a fantastic job with lots of help and support from the town Wellness committee, Todd Boston (DPW), Diana Weber (Recreation) and Dillon Dayton (Parks).

RECREATION DIRECTOR RIESENBERGER'S REPORT

REC TRAC

Spring 2015 registration is currently at \$157,129.00. There are 3,252 participants enrolled in 496 classes.

Spring 2014 at this time \$141,678.00

Summer 2015 registration is currently at \$170,565.00. There are 1,659 participants enrolled in 350 classes.

Summer 2014 registration at this time \$162,536.00

FACILITY RESERVATIONS

May totals to date: 19 reservations for a total income of \$2,590.00.

2015 year to date: 188 reservations for a total income of \$24,398.00.

2014 year to date: 210 reservations for a total income of \$28,983.00.

PROGRAM REVIEWS

Mighty Machine Mania - The beautiful Saturday morning on May 2 reflected well in our attendance.

Approximately 350 people came out to see the large trucks and heavy equipment. Due to popularity, this has become an annual event. Some ideas for the future are to add a mail truck, school bus, military equipment, farm equipment and Mercy Flight helicopter.

Mother Daughter Tea - Mothers, grandmothers and daughters enjoyed making a craft, having refreshments and dancing at the annual Mother Daughter Tea. There were 72 in attendance. The event was complete with a photo op corner for captivating a special memory.

Perinton Bike Rodeo - The Bike Rodeo is scheduled to be held this Saturday, May 30. The event will take place from 10:00am-Noon at the PCC North Parking Lot. A review of the event will be included in the June report.

Sports Leagues – Youth Soccer has 18 teams involving 250 children and 54 coaches. Twenty of these coaches are new to the program. The program has grossed \$11,329.00. Adult Softball has 24 teams and will gross a little over \$10,000.00.

2015 Summer Playground Program – Staffing is complete for this year’s program. The Department of Health application has been submitted. Orientation for all staff will be held June 24-June 26. Better Together program will be held at Dudley School this summer. We are looking forward to a fun-filled summer.

Center Stage – The series begin on Sunday, July 12 and planning is on pace. Please see enclosed flyer for event schedule and new food truck offerings at each event. Upcoming amphitheater reservations:

- May 31 – Bethlehem Lutheran Church Service/Picnic
- June 13-14 – Relay for Life

Fitness – We have purchased a new Precor Elliptical Fitness Crosstrainer 835 from Advantage Sport and Fitness Inc. for the cardio-area. This will replace our 11 year old well loved elliptical that we were not able to order parts for anymore. The Town Board approved our purchase at their May 13 meeting. The elliptical is scheduled to be delivered this week. We are also purchasing a new Escape Fitness Deck for personal training use at the PCC.

Aquatics - Spring group lessons are wrapping up this week and the second session of private lessons ends in three weeks. April attendance was slightly higher than 2014 (by 44 people). Spring break numbers were higher than last year due to colder weather. Pool schedules are set through the end of the shutdown week. We will have open swim beginning at 1:00pm Monday-Friday, with the leisure pool closing at 8pm Monday-Thursday and 9:00pm on Fridays. The lap pool will remain open until 9:00pm Monday-Friday for lap swim, masters practice and open swim. CPR/AED recertification for the lifeguard staff has been completed. All college guards recertification will be completed by June 15. Splash party bookings have started for July-December 2015. There were 44 parties to date in May for a total of \$8,185.00. We are looking into the possibility of scheduling software for the aquatic staff. The WhentoWork software is web based and will help with our scheduling needs. With over 450 hours of shifts to be filled, it will help to streamline the process. This will make reaching the staff easier and allow us to identify any shifts that might need more or fewer staff. We have purchased a new 6 foot climbing rock from Bart’s WaterSports for the Aquatic Center.

Teen Center – The Saturday Activity Nights at the Teen Center continue to be popular. On Saturday, May 2 the teens were surprised with a reptile show. They were given the opportunity to view and hold various sized snakes. They knew there was going to be a surprise but had no idea of the live show. This coming Saturday, May 30 will be the last one for the school year. Lou Zambelli spoke at the Martha Brown and Johanna Perrin Middle School’s Parents Night. Lou discussed the Teen Center and the programs we offer. Lou has done a great job this year as Teen Center Coordinator. Lou will be leaving us in August as he pursues his dream of becoming a lawyer. He will be attending law school. We wish him success in all his future endeavors. We are looking to hire a replacement for Lou.

55+ - The Mother’s Day Tea was held on May 5. A make-up artist, hair stylist, representative from Jamberry Nails and a representative from Everyday Essential Oils were on hand to share ideas and show the latest styles. Participants also learned how to make a purse out of a scarf. The Enhancing Your Retirement Series is going very well. Speakers have included an Elder Care attorney helping to clarify options with the retirement process and a representative from Enhanced Vision speaking on low vision and macular degeneration. On Saturday, May 16 we hosted our first Euchre Tournament. Fifty eight people from surrounding communities played and had a great time. We are looking at hosting another in October.

Marketing – Diana Weber is attending a three part workshop series; Know It, Grow It and Show It. The third and final session will take place on Thursday, June 4. This workshop was created by the Ad Council of Rochester and is designed to assist with the process of branding your business. The Parks and Recreation staff has been very busy working on cultivating our own brand as one of our 2015 goals. We want to define our brand characteristics (i.e. respectful, innovative, welcoming) and define ideal experiences that align with this brand. We are looking at what we are doing now and how we could improve to better align with this brand. Diana has been sharing with the staff the exercises and advice she has gotten from the series.

E-Newsletter - The newsletter will be e-mailed Friday, May 29 to 1,726 people who have requested it.

Department News

- Many of the full time recreation staff attended the Genesee Valley Recreation and Parks Society, Inc. Annual Meeting on Friday, May 15. The event was held at Perinton Park. Following the meeting Head Lifeguard Matt Steffen, along with Professor Josh Fegley from the College at Brockport, gave a presentation. They discussed alcohol use among part-time high school and college-age staff and how it impacts community recreation programs.
- Please join me in congratulating Recreation Leader Diana Weber on her recent election to Member at Large on the Executive Board of the Genesee Valley Recreation and Park Society, Inc. We are very proud of Diana and know she will do a great job.
- Head Lifeguard Matt Steffen was trained as a Level 1 and 2 Masters Coach in Pittsburgh on May 16. This new certification will help Matt contribute to our Masters program.

PCC OPERATIONS AND MAINTENANCE REPORT

Building Mechanics

- Report on Projected Building Heating and Air Conditioning, Equipment Maintenance and Replacement Needs (may be requested)
- Denis Gurnett/Scott Allen – Maintenance Mechanics

Janitorial

- Property Maintenance Specialists, LLC.
Jennifer and Kevin English
Currently service our evening and weekend cleaning and janitorial needs.
Areas serviced are 3 locker rooms, 8 restrooms, lobby, including stairs (seasonal) and vending area (seasonal). Monthly fees custodial services \$2,100.00. The contract is good for one year. We go out to bid every year.
- One full time PCC Custodian - Mike Sozio M-F (7:00am-4:00pm)
- Currently have 11 part time custodians/fitness attendants.
We have cross trained most of our staff to have the ability to set up rooms and complete other maintenance tasks in addition to working in the fitness area (cardio and weight rooms). This flexibility allows us to complete more jobs within a three or four hour shift.
- Maintenance and Fitness Attendant Schedule
- Quarterly meetings with staff
- Looking at possibilities in the future for not having contractual staff and doing our cleaning with our own hired personnel.

PCC Building Managers

- Recreation Leader Tom Winslow M-Thurs. 2:00pm – 10:00pm
Friday 10:00am – 6:00pm
- Currently have 7 part time building managers
Friday 6:00pm – 10:30pm
Saturday 6:30am – 2:30pm
2:30pm - 10:30pm
Sunday 8:30am – 1:30pm
1:30pm – 6:30pm
- Primary responsibilities: oversee building when full time staff is away, oversee maintenance staff, coordinate patron communications with full time staff, and ensure building schedule is followed.
- Weekend Manager Notes: facility schedule, safety plan, room checklist, contact information, comment page and additional notes specific to shift coverage
- Need to have a balance of enough hours and enough managers on staff
- Quarterly meetings with staff

Part Time Clerical

- Currently have 18 part time clerical staff overseeing the many hours the PCC is in operation. In the event of illness and vacation requests, part time clerical staff finds their own subs. Staff is wonderful about accommodating each other's schedules.
- Weekend hours have been most difficult to staff. We have conducted many interviews in the past few months for a vacated position. Position is declined due to not enough hours, wage and learning the position entails more than they thought.
- Quarterly meetings with all part time staff. These are conducted on 2 separate evenings to allow everyone to attend.

As a staff we are committed to keep challenging ourselves to find new and efficient ways to keep our building one the community can be proud of.

Recreation Leader – Tom Winslow

typical working hours Mon.-Thur.; 2pm-10pm, Fri.; 10am-6pm.

Areas of Oversight for Evening Operations

Evening Gymnasium Programs

Drop In Sports

- 30 and over Basketball; Mon & Wed.: know many players by Name give consistent service with clean floor and smooth Point of Sale
- 18-29 Basketball; Tue.: Same consistent service and pose as a managing figure to withhold regulations for a more difficult age group. Monitor the gymnasium as sometimes players try to let others in the back doors.
- 6-8 grade & 9-12 grade; Mon,Wed,Fri afternoons, Fri. evening: changed alternating days to same days with both age groups. This helped attendance and any confusion as kids were coming at

wrong times for their age group.

- Youth/Teen & Adult Volleyball; Thur.: Give consistent service and have familiarized with many regulars.
- Adult Pickleball; Making sure equipment is set up and ready for use.
- Open Gym Time

Other Gym Programs

- Fun Zone: Become familiar with the Fun Zone staff and have become a figure they can go to in times of need as Jeff Nutting and Diana Weber may not be in the building.
- Fencing
- Gym and Swim
- Mighty Dunks
- Volley Ball Clinic: Become familiar with all instructors and a Liaison to their building and operation needs.
- Pickleball and other rentals

Weight Room/ Cardio Area

Answer any questions or concerns about equipment including instruction on use

Activity and Community Rooms

Assist instructors and patrons with daily needs, whether it be equipment, set ups, change of rooms, etc.

Nightly Duties

Counting of register drawers upstairs and down

Locking of all rooms and exterior doors

Make sure of cleanliness of all areas throughout building

Summary – Since taking over the evening Recreation Leader position in September I have become the consistent face of the Perinton Recreation Center in the evening. I have built a relationship with the staff, many instructors and the many regular patrons of the building. This has allowed me to help make the building safe, secure, and an enjoyable place for all stake holders to come to. When there is a need or concern dealing with the building or operations I am there to tend to any situation.

AROUND THE TABLE

Advisory Board member Cheryl Hanzlik shared with the group that she had attended a seminar on available grants and the application process through the New York State Office of Parks, Recreation and Historic Preservation. Specifically this is their Environmental Protection Fund municipal grant program. She provided handouts to the group, and offered her assistance in looking into these grant opportunities.

Advisory Board member Jim Unckless announced that the Crescent Trail Hiking Association now has a facebook page. We will link our department page to the Crescent Trail page. In addition, since national Trails Day falls on the same Saturday as Canal Days, they (Crescent Trail) is offering a virtual hike of the trails.

The Silver Foxes have been working on the trails for six weeks now, getting a head start with the warm weather. They had publicized their need for helpers. They have a list of 17 people that have offered their help.

Crescent Trail has several Eagle Scout projects going on, plus volunteers from Compeer and the Mormon church.

Recreation Director Riesenberger stated she hoped to see everyone at the Volunteer Appreciation Dinner, which served as a reminder for some board members to RSVP.

Advisory Board Vice Chair Mike Coppola assured the staff that he finds the center to be very clean whenever he visits. He also indicated his interest in youth basketball, and offered whatever assistance he could provide.

There being no further business, the meeting was adjourned at 8:15pm. The next Advisory Board meeting will be held on **Thursday, June 25, 2015 at 7:00pm at the Perinton Community Center in Room 211.**

Respectfully submitted,

Jeffrey D. Myers, CPRP
Commissioner of Recreation and Parks