

PERINTON RECREATION & PARKS DEPARTMENT
ADVISORY BOARD MEETING MINUTES
February 25, 2010

PRESENT: Chair Al Chesonis, Advisory Board Members Mike Coppola, Kevin Ruster, Dave Schaeffer, Stephen VanVreede, Commissioner of Recreation and Parks Jim Donahue, Director of Recreation Jeff Myers and Director of Parks Stacey Estrich.

GUEST: Tommy Chesonis, student

MINUTES: Motion to approve the January 28, 2010 minutes by Board member Stephen VanVreede, seconded by Board member Mike Coppola; minutes approved.

COMMISSIONER DONAHUE'S REPORT

Commissioner Transition

A transition plan to replace the retiring Commissioner is in process. The Town Board agreed to approve Jeff Myers as the new Commissioner and Diane Riesenberger as the new Recreation Director. This transition will also open a new recreation aide position which will be filled this spring. Hard copy and electronic files and folders will be copied to the appropriate computers and locations. Transition meetings are taking place daily.

Egypt Park Progress

Representative(s) from Trowbridge and Wolf were unable to attend tonight's meeting due to poor weather conditions. They will discuss their preliminary plan for Egypt Park at our March meeting. The plan was devised in meetings with staff over the past several months. Once the advisory board is satisfied with a preliminary plan, the staff will move forward with sharing plans with the Town Board and Humane Society.

Financial Update

The deposit to the Supervisor for February was \$82,374.26. This is \$3,108.30 higher than last February. The first quarter expenses are in line with 2009.

Ayrault Road Boat Launch

We received information from the New York State Department of Transportation regarding the status of the land transfer. The maps have been examined and we are moving to the next step which is preparing an agreement to be reviewed by our respective law departments. There is no definite timeline on concluding this transfer. Hopefully it will be concluded before year end.

DIRECTOR ESTRICH'S REPORT

1. Parks, General
 - a. New green certified cleaning supplies are being installed next week in all park buildings and restrooms. This will save the Town \$900-\$1000.00 in supplies purchased in a year. Currently, there are different dispensers and cleaning products throughout the parks system. This allows us to stream line and be more efficient, train staff on consistent procedures and adopt locking systems to keep the public safe.

2. Kreag Road Park- Sports Field Lighting Project
 - a. Existing posts were removed last week and new posts are arriving March 15th. Installation is slated to occur shortly after.

3. Village Ice Skating Rink
 - a. The ice skating rink has been opened for 76 days and closed for 2 days (97 %).
4. New Equipment- March Purchase
 - a. The Town board approved surplus items for the May 8, 2010 Palmyra auction. Estimate \$48,800.00 in earnings. Earnings will be split. Half to reserve fund and half for equipment fund (mid year).
 - b. Two new trucks will be purchased in March replacing our night guard/ weekend and staff vehicle and a plow/ everyday work truck. Total about \$42,000.00.
 - c. Field Liner Rider- New equipment will allow us to line fields faster, use product more efficiently(8%) and hold more product (15 gal.). This equipment will also allow us to do community painting projects and buildings. \$10,000.00
 - d. Zero turn mower- It has been concluded to invest in a second zero turn mower for our Detail Crew. Est. \$14,000.00. Our first zero turn has been used 1.5 years and has been a huge success.

DIRECTOR MYERS' REPORT

- I. Recreation Programs.
 - A. RECTRAC – Rec Facts.
 1. Winter 2010 registration currently at \$136,070.85. There are 3,357 participants signed up in 277 classes.
 2. Comparison to 2009 at this time: Income up \$6,925.
 - B. Program Highlights.
 1. Teen Talent Show, Tuesday, 2/16: 24 Teens.
 2. Polar Wave Snowtubing, Thursday, 2/18: 32 Teens.
- II. Facility Usage.
 - A. PCC Room and/or Gymnasium Rentals – 2010.
 1. Currently at 86 reservations for \$13,100.00.
 2. Comparison to 2009 at this time: Income up \$3,870.50; # of reservations up 29.
- III. Good Samaritans
 - A. On Friday, 2/19, 3 young boys (age estimated around 11) found a large money bag full of change on top of the concession vending machines. They immediately brought the bag to the reception desk and reported where they had found it. The concession vendor had recently departed after refilling product and emptying the change collectors. They were given some candy treats for their good deed, and I have drafted letters to send to their homes. Board members suggested and agreed this good deed be shared with the local press and media.
- IV. Department Transition
 - A. Transition has begun as the staff is being briefed on the changes of roles and responsibilities. Jim and I have met regularly, and I have begun to meet with Diane to transition her into the Director role.

PARKS SUMMARY REPORT

Stacey Estrich presented the Advisory Board with a summary of what the department has achieved during her first year as Parks Director. Areas addressed include a youth mulching project at the Perinton Community Center/Town Hall; weekly staff meetings; in-house training on personal safety and a diverse range of certifications. Staff development is ongoing with an

emphasis on communication and support from her position. Grant writing will continue in an effort to garner funding for future parks projects.

Overall the department operates effectively and with great efficiency. Equipment is in good condition due to the timely maintenance it receives with staff working to improve on time management and cross training. Cleaning supplies and paper products are "greener" in nature and uniform in all park buildings. Some work is needed on building furnaces and roofs. As shelters are replaced, a designated design will be recommended to bring uniformity throughout the park system. Playgrounds and athletic fields are in good condition. Courts will receive resurfacing and marking on a rotating basis beginning this summer. Existing park amenities requiring routine maintenance include drinking fountains and lighting.

Illegal activity at the parks has not been significant, occurring most often during summer months. Security cameras would be beneficial to possibly curtail vandalism or assist in the investigation of such activities.

There has been a major turnover in staff which has presented the opportunity to bring the department together. An effort is being made to be more involved with the Recreation Department than in the past. The spring recreation brochure features many park related programs and opportunities.

Going forward a spread sheet of goals and available funding will be in place. As large projects are accomplished, maintenance will be the primary consideration. The work of volunteers can help defray these costs, but funds through grants will become a larger part.

Stacey was pleasantly surprised to find equipment that had been so highly maintained when she took on the Parks Director position. Some of her goals for 2010 include the completion of the lighting at Kreag Road Park and the erosion project at Spring Lake Park.

AROUND THE TABLE

Chair Chesonis extended congratulations to Jeff Myers on his appointment to the position of Commissioner of Recreation and Parks; following in the footsteps of two fine predecessors and wishing him success on taking the department to the next level.

Mike Coppola suggested consideration be given to the possibility of sponsorships to subsidize the expense of programs....banners or t-shirts were proposed. The consensus was that a sponsorship component has value and some sponsorship opportunities are facility dependent. Recreation staff along with the Advisory Board will explore additional sponsorship options.

Congratulations to Stacey were in order for the fantastic job she has done with the Parks Department.

A retirement party for Commissioner Donahue is being planned and scheduled to take place on April 9th.

The Board was reminded that an invitation to a retirement party for Bob Youmans has been sent.

There being no further business, the meeting was adjourned at 8:00pm. The next Advisory Board meeting will be held on **Thursday, March 25, 2010 at 7:00pm at the Perinton Community Center in room 211.**

Respectfully submitted,

Stephanie C. Kayser
Secretary