



Gates Recreation and Parks Commission Meeting September 12, 2017



Those in attendance:

Commissioners:	Rhoda Ride	Steve Murphy
	Eileen Andrews	John Unson
	Brom Bianchi	
	Rob Keister	
Director:	Linda Fowler	
Liaison:	Chris DiPonzio	
Absent:	Greg Westbrook	

The meeting was called to order promptly at 6:32 PM by Rhoda Ride. A moment of silence was observed in remembrance of Shawn Barkley, the son-in-law of Eileen Andrews. Following this, the official meeting started.

The minutes from the June meeting were reviewed. Linda Fowler mentioned a misspelled word in the paragraph under "Evaluations of Past Programs" that should be corrected ("subsided" should be changed to "subsidized") A motion was made by Eileen Andrews and seconded by Steve Murphy that the minutes of the June meeting be accepted with the above mentioned change made. The vote was unanimous to accept the minutes.

Financial Report:

The June/July/August financial reports were reviewed. The following questions were raised:

- * Rob Keister asked for an explanation for expenditures under the category A7440.407 Vehicle Maintenance - in the August report it showed an expenditure of more than \$1000. Linda Fowler explained that one of the vehicles that are usually serviced by the town maintenance department had to go out for servicing by an outside source.
- * Brom Bianchi asked for an explanation of expenditures under the category A7550 - Celebration - of \$2222? Linda explained that expenses related to both the "Summer Celebration," and also the "Party in the Park," were combined under that category classification.
- * A question was raised about the costs related to the cancellation of the Summer Celebration this year due to inclement weather. Linda estimated that it cost approximately \$7000 to cancel this event.
- * Rhoda Ride asked why under category A7620.100 - Earth Day there were monies listed as expenditures. The Department no longer sponsors this event (it is sponsored by the Gates Police Dept.). Linda explained that these monies should have been listed under the "Day of Caring" program which the Department does sponsor. She will make sure this entry is adjusted.
- * Rhoda Ride asked for an update on the status of category A7310.485 - Star Camp. Under the August listing, it reads that 124.29% of the budgeted monies have been spent. Linda mentioned that not all expenditures with the camp have been listed yet, and that the proceeds coming in to cover these costs, are not listed on this report. She will bring the final income/expenditure account of this program to the next meeting.

Following a very brief discussion of other financial items, a motion was made by Rob Keister and seconded by John Unson that all three financial reports be accepted as read. The vote was unanimous to accept these three reports.

Correspondence:

Linda Fowler shared an email she received from the musical group the "Sky Coasters" concerning their calendar booking up quickly for 2018. If we are interested in having them perform for next year, we need to consider booking them soon.

Park Reports:

There were no park reports at this time.

Evaluation of Past Programs:

Rhoda Ride asked for an explanation of the expenses listed for the bus trip to the Del Lago Resort/Casino pertaining to the staff salary cost. Linda Fowler explained that this trip was done in conjunction with the Riga Recreation Department and that one of their staff members was in attendance. Another question was raised about the \$46 listed for "comp?" Linda explained that the gratuity

given to the driver was factored into the cost of the ticket, so no additional collection needed to be done. She also mentioned the casino gave each trip participant a \$25 voucher, and reimbursed the driver gratuity (\$48.)

Rhoda Ride raised a question about the comment listed on the "Baseball Camp" evaluation form that stated, "Registration was lower this year and conflicted with several all-star teams. Possibly consider doing a one week camp next year." A discussion followed. John Unson (the instructor of this camp) shared that he would not support this recommendation unless there were a documented history of this concern for several years. Some of the concerns that John raised about the decrease in camp enrollment related to lack of parental support, and lack of transportation of participants.

The "Summer Celebration" was the next item to be discussed. Highlights of this discussion are as follows:

- * Extensive discussion took place on who made the decision to cancel this event, and how this was communicated. Several points of view were shared, including the fact the weather was initially a factor to be considered, but then it cleared. Possibly, if the decision has been delayed, this event could have been held.
- * Rhoda Ride suggested that a protocol be put into place related to the "who/what/when & how" these decisions are made. Linda Fowler indicated that Town Supervisor, Mark Assini, was part of the decision making for this cancellation and the performers with electronic equipment were concerned about lightning strikes.
- * Discussion followed on how this cancellation information of an event like this, could be made to the community. Linda indicated the Department now has made signs that indicate the cancellation of a program, and these signs would be available at upcoming events. Other options of notification were mentioned, but none were decided on.

The "Party in the Park" was the next item to be discussed. Highlights of this discussion are as follows:

- * Linda Fowler mentioned that this event was successful, and that Youngs Fireworks decreased their charge to the Department to \$6000, which allowed the additional monies budgeted to go to the stage rental.
- * Discussion followed about concerns over the parking lots available for use. Rhoda Ride indicated that this should be re-evaluated and more instruction should be given to the workers related to where people are allowed to park.
- * Further discussion of this program was delayed until later in the meeting.

Chris DiPonzio asked about the support of the new "Pickle Ball" program available at Westgate Park. Linda explained that the beginners class was cancelled due to low enrollment, but hopefully next year, with more advertising, this program will be offered again.

A brief discussion followed concerning the cancellation of the "Bob Ross" painting class and the "Princess Camp" programs. Rhoda Ride made a suggestion that possibly these programs be retired as they have been offered for a long time and lack of support of them is obvious.

Programs in Progress:

Linda Fowler reported the Department is currently very busy with many programs and events going on.

Future Programs:

Rob Keister inquired about the offering of the GAP program at the Middle School? Linda Fowler indicated this would not be happening due to lack of enrollment. The GAP program at the elementary level is doing very well, and currently there is a waiting list at one of the schools. Linda indicated that there might be a possibility of the fifth grades in the GC district moving to the Middle School in the future, and if this happens, a survey would be distributed to parents to see if there would be interest in offering the GAP program at that level. A brief discussion took place about declining enrollment in the school district.

Old Business:

The Policy Manual will be discussed at the end of the meeting.

New Business:

Linda Fowler shared a listing of names of the staff members who will be involved in the upcoming Fall Programming sessions, along with their responsibilities. This listing included three new members who will be working with the "Youth/Teen" programs. Rhoda Ride thanked Linda for sharing this information with the Commission.

Linda Fowler distributed to the Commission, a copy of a job description for a "Title: Recreation Assistant - Part Time" and asked for the Commission to support and recommend the hiring of a person to fill this position. The highlights of the extensive discussion that took place are as follows:

- * Linda Fowler explained that adequate staffing of the office has been difficult with fewer staff to work with. She mentioned they try to have two people in the office at all times, but at times this is difficult. Linda indicated that certain times of the year are busier than others (e.g. - park rentals, programming starts, etc.)
- * Rhoda Ride asked if careful evaluation of scheduling has been done related to staggering lunch times, vacation and personal time off, errand running, or event planning has taken place? She also mentioned that in some Departments in the area, who have no full time secretaries, seem to function well with careful scheduling. Extensive discussion followed on these suggestions. Rhoda also asked if Linda had made contact with the Town Supervisor about this request first.
- * Chris DiPonzio followed up on Rhoda Ride's question and asked if hiring protocol has been followed by presenting this request to the Town Supervisor, as he is the one who makes the decision on hiring any new employee? Linda mentioned that she came to the Commission first and had not contacted the Town Supervisor yet.

After an extensive discussion about options open for scheduling, etc., the Commission said that the proper channels of hiring a new employee be presented directly to the Town Supervisor first, and then depending on his decision, Linda should come back to the Commission, and ask for their support of the request. Linda indicated that she would follow through with this suggestion.

Linda Fowler asked for input from the Commission concerning adding a clause to the current *Performers Contract Agreement* to cover cancellation due to inclement weather. In the meeting packet, there were several samples of other Department's contracts for the Commissioners to review pertaining to this wording. After a brief discussion, Chris DiPonzio suggested that Linda contact the Town Attorney, and inquire what appropriate wording should be included to cover instances such as we had this year with a weather cancellation of an event. Linda will follow up on this suggestion.

Rhoda Ride raised a question about "Open Container" laws in the town. Chris DiPonzio indicated there is no drinking or smoking allowed on Town properties. Rob Keister noted that several of the performers at the "Party in the Park" were smoking. Linda Fowler was asked to contact the town attorney, and also Monroe County, pertaining to specific codes related to this, and share that information with the Commission at the October meeting.

Discussion of the Summer Celebration for 2018 took place. Linda stated that the dates of June 30/August 11 were being held open on the calendar, as well as for Memorial Park. Highlights of this discussion are as follows:

- * Rhoda Ride shared the Gates Police were very pleased with the crowd control they were able to do at Memorial Park for the "Party at the Park." They felt it was easier to control, and gave them the opportunity to relate better to the people in attendance.
- * Linda Fowler shared that it was easier on the staff to hold this event in smaller venue, and it was easier for communication and getting to trouble spots more efficiently. The concern of having only one road in and out was raised, but other options were mentioned as possible solutions.
- * Rhoda Ride mentioned that parking should be looked at more closely, and monitored better than it was. She also mentioned that lighting was a concern, and this should be considered too. Also, consider a shuttle bus in from the distant parking lots.
- * Chris DiPonzio asked about the numbers that attended, compared to holding the "Summer Celebration" on the HS campus? Linda said the estimate was 2000 people attended the 2016 "Summer Celebration" at the school, and about 1500 came to the "Party in the Park" event.
- * Rob Keister shared he felt the atmosphere of the "Party in the Park" was very relaxed, and that the events offered for entertainment were very good, very community oriented. All agreed this was true.
- * Eileen Andrews mentioned the tables set up under the tents worked out well.
- * Linda Fowler mentioned that if Memorial Park was used for this event, more attention would need to be made to having more portable bathroom facilities available.
- * The question was raised as whether or not this event could be changed without consulting the Town Board first? Chris DiPonzio said the Board would prefer leaving the event as is in June at the HS complex, but that he would bring any suggestions from the Commission up to the Board at their next meeting, Chris suggested that possibly, for a one year trial, do the Summer Celebration at Memorial Park and rename/rebrand it.

- * Linda Fowler said that by next year, the band shell in Memorial Park should be complete and more lights available.

Following this discussion, every Commissioner was surveyed for their input on holding the "Summer Celebration, 2018" at Memorial Park on August 11. All agreed this was a good idea and it would be re-evaluated next year. Linda will follow up on making the arrangements for this event. The suggestion of offering more activities for children and families, as well as re-branding the event will take place. Chris DiPonzio will take this recommendation to the Town Board and report back to the Commission at the October meeting.

The next item to be discussed was the Policy Manual. Extensive discussion took place on the suggested changes. Please see the attached addendum for that information.

Good of the Order:

Brom Bianchi: Nothing at this time. Rhoda Ride asked about the status of Town Park and Brom indicated it was good.

Linda Fowler: Shared that she was going to a National Conference in New Orleans at the end of September. She shared she will paying for herself to attend this conference and also using vacation time to cover her absence from the Dept. She shared that the band shell footing would be poured next week, and the electric contract went to Caruso She is currently getting quotes for fencing around the Pickle Ball courts at Westgate Park A new vehicle is being ordered next week to replace the 2005 mini-van that is used The Department will be hosting a County Conference

Steve Murphy: Nothing at this time.

Chris DiPonzio: Nothing at this time.

Rhoda Ride: Thanked everyone for their support and input at this meeting.

John Unson: Nothing at this time.

Eileen Andrews: Nothing at this time.

Rob Keister: Nothing at this time.

Valerie Young: Asked if there could be a replacement tape recorder purchased to use at these meetings as the current one is no longer working. Linda said that was fine and asked Valerie to research what she feels would work best for her.

A motion was made by Steve Murphy and seconded by Brom Bianchi the meeting be adjourned. The meeting was adjourned at 8:52PM. The next meeting is scheduled for Tuesday, October 17 at 6:30 PM. Please note, this is a change in the regular meeting date due to the fact, the members of the "Friends" group are being acknowledged at the School Board meeting for their upcoming support of a special program. The Commissioners are encouraged to attend this School Board meeting in support of the "Friends" group.

Respectfully Submitted,

Valerie Young
Recording Secretary