



Gates Recreation and Parks Commission Meeting April 10, 2018



Those in attendance:

Commissioners:	Rhoda Ride	Steve Murphy
	Brom Bianchi	John Unson
	Rob Keister	Greg Westbrook
Director:	Dan Hoock	
Liaison:	Not in attendance	
Absent:	Eileen Andrews	
	Chris DiPonzio	

The meeting was called to order promptly at 6:32 PM by Rhoda Ride.

The minutes from the March meeting were reviewed. A correction to the minutes (under Good of the Order) needs to reflect that John Unson would be in attendance at the annual Easter Egg Hunt. A motion was made by Greg Westbrook and seconded by Rob Keister, to accept the March minutes with the above change noted. The vote was unanimous to accept the minutes as written.

Financial Report:

The March financial statement was reviewed by the Commission. The following questions were raised:

- Rhoda Ride asked for an explanation of line A7620.485 - Volunteer Recognition, as it reflects larger sums of monies than were projected to be spent on the upcoming Volunteer Recognition event. Dan Hoock stated he would check to see what other items might have been inadvertently placed in that category and have a more specific accounting for the next meeting. Rhoda commented that \$750 had been budgeted for gifts and \$600 for food, and those parameters have been met for those purchases.
- A question was raised about line item A7610.100 - Wages - Coordinator Assistant. Dan explained this was wages for Dawn Steffenilla who is the Sr. Citizen Coordinator Asst.
- A question was raised related to line item A6140.437 - Social Services Agency. Dan Hoock explained this was monies scheduled for the LifeSpan programming/social services
- Rob Keister raised a question about scheduling monies to cover the costs of community service projects that are undertaken by candidates for BSA Eagle Scouts. Rob mentioned that depending on the projects undertaken by these candidates, they may need to raise funding to cover the costs. A brief discussion followed concerning this, with suggestions of using petty cash, or miscellaneous funds, etc. Dan mentioned the current Eagle candidate is painting the pre-school area and the dept. picked up the cost of the paint with Home Depot making a \$100 donation towards the project. The decision to leave funding charges as is at this time.

A motion was made by Steve Murphy and seconded by Brom Bianchi to accept the financial report for March. The vote was unanimous to accept the report as written.

Correspondence:

Dan Hoock shared a lovely Easter basket "thank you" card that was sent to the Department.

Evaluation of Past Programs:

A discussion of the following programs occurred:

1. **Easter Egg Hunt** - the following comments were shared:
 - Rob Keister questioned the "premium" candy that filled the eggs. He felt it was not very good. Rhoda Ride shared that in the past, the eggs were filled by the dept. staff and the quality of the candy was better.
 - Rob Keister suggested the ping pong balls used for the gift distribution should be different colors (e.g. - yellow or orange) so at the gift tables, the people distributing the gifts don't have to check the numbers on them. It might cut down on the long lines, as well as make it easier for the volunteers to check/verify.
 - Steve Murphy suggested we check into different entertainment for the event. The Bubble presentation didn't go as well as hoped for.
 - The gift cards to Altitude Trampoline Park and Leap and Laugh were good choices for the golden eggs distributed.
2. **Family Movie Night** - Rhoda Ride asked about the recent movie night event, and the low attendance to that showing. In the past, when registration is low, the program has been cancelled. She questioned why this program took place? Dan Hoock explained that Stacie Paris made the decision to run the movie program because the people in attendance wanted to see the movie being offered. Rhoda reiterated that when registration numbers are this low, the program should be cancelled, as it is not an efficient use of department funding. John Unson made the suggestion to use the large screen TV for a viewing basketball games as a program. Rob Keister suggested a "March Madness" night might be a good idea too. Steve Murphy questioned about an outside movie night? Dan mentioned at the July Ice Cream Social, there will be an outside movie shown (title TBD.)
3. A brief update on the Recess Camp was done by Dan Hoock. Things went well and there were no problems.

4. Commissioner reviewed the other classes listed. No questions were raised.

Old Business:

Volunteer Brunch:

The Volunteer Brunch is scheduled for Saturday, April 14 from 9:30AM-11AM. Dan Hoock reported they have received 36 RSVP's so far. The Department will supply the food for this event. This will include: bagels, asst. cream cheeses, Danish, muffins, breakfast pizza, fruit and drinks (coffee/tea/water/etc.) Dan will make sure there are printed name tags for everyone coming and the Department will set up card tables w/chairs. Chris DiPonzio will act as the M/C for this event. The suggestion to plan for approximately 45 people was made by Rhoda to be on the safe side in case more people show up than expected. Dan will take care of ordering the food. The gifts will be distributed at the end of the event, and everyone will be invited to take a gift bag as they leave. Cindy Briggs assembled the gift bags which included: a volunteer key chain, a small first aide kit and a post-it note pad w/pen.

Town Parks Status:

Dan Hoock asked for input on the easiest way to set up appointments with the Commissioners to meet at the parks they are responsible for. A brief discussion followed with several dates shared. It was decided that Dan would follow up with an email to everyone to verify the meeting times for everyone to review. The list below is a reminder of which Commissioner(s) are assigned to each park:

Memorial Park	-	Rhoda Rida and Chris DiPonzio
Wegman Rd. Park	-	Rob Keister
Town Park	-	Brom Bianchi and Greg Westbrook
Lions Park	-	John Unson and Eileen Andrews
Westgate Park	-	Greg Westbrook and Steve Murphy

Dan mentioned that work on the band shell at Memorial Park would be taking place tomorrow (depending on weather.) Rhoda asked if Dan had been able to find out if monies for this project were out of the 2017 or the 2018 budget? Dan indicated that he had been unable to get that information, but was still working on it.

Rhoda Ride asked if Dan had had an opportunity to find out if the Pickle Ball court was ADA compliant. Dan has not had an opportunity to do this, but will check into as soon as possible.

New Business:

1. **Shelter Refund Policy** - Dan Hoock distributed a sheet listing the shelter refund policies throughout the county. He questioned if the current Gates policy should be revisited? The current policy is if a cancellation is made in less than 30 days of the reservation, no refund is given and a \$25 processing fee is charged. Highlights of the extensive discussion that took place include:

- * Rhoda Ride asked if a medical excuse would be accepted as a reason to cancel and would a refund be given?
- * Rhoda also asked if a shelter can be re-rented after a cancellation, would the rental monies be returned?
- * Dan asked if individual cases should be evaluated on a case-to-case basis, and who makes the final decision?
- * John Unson suggested lower the number of days for refunds from 30 to 14 and see if that might work better.
- * The question was raised as to whether people switching dates should be charged extra?
- * Rhoda asked how long it takes to process changes and do fees really need to be charged for this?

After extensive discussion, a motion was made by Brom Bianchi to lower the current refund policy dates from 30 days to 14 days and leave the processing fee unchanged. The vote to accept this change was unanimous. Rhoda suggested that this be tried for a year and if necessary, it can always be revisited. Rhoda also suggested that a professional cleaning service should be investigated to clean the shelters (particularly the bathrooms) as the current cleaning option is not always up to standards. Dan will check into this option and report back at a later meeting.

2. **Memorial Day Ceremony** - Dan Hoock shared that Kim Vogler is in charge of this event and asked for any input from the Commissioners. Rhoda Ride mentioned that Rob Keister will represent the Commission for the dedication of the roses. No other discussion took place.

3. **Shirts** - Dan Hoock shared information about new shirts for the Commissioners. A brief discussion followed. The decision was made to do more investigating as the Commissioner want long sleeved shirts. Dan will report back at a later meeting and bring samples for the Commissioners to look at and try on.

Miscellaneous:

Rhoda Ride made the suggestion the June Commission meeting be a pot luck gathering at Westgate Park. All agreed this would be a good idea. Valerie Young will bring a suggested menu to the next Commission meeting for everyone to sign up, and also monetary donations can be made to cover the purchase of meat. The June meeting will start at 6PM instead of 6:30PM so we can enjoy the meal before the meeting is conducted.

Discussion about the upcoming Gates Chili Relay for Life was mentioned. Rhoda Ride, Steve Murphy, Greg Westbrook will be going. Dan Hoock and Rob Keister will try to attend. The Commissioners will wear one of their current shirts.

Good of the Order:

Greg Westbrook - Nothing at this time.

Brom Bianchi - Nothing at this time.

Dan Hoock - Thanked everyone again for their help at the Easter Egg Hunt. Dan also mentioned he has been working closely with the Public Library to promote their programs and they in turn are supporting the fairy gate project.

Rob Keister - Mentioned about the candy used for the Easter Egg Hunt. He suggested that maybe the Scouts could help fill the eggs next year as a community service project.

Steve Murphy - Asked for an update on the Summer Celebration? Dan Hoock shared he is still getting vendor forms back and will be working on a logistic map for placement soon. He feels he is on track with this project.

Rhoda Ride - Asked if help was needed for the set up for the Volunteer Reception? Dan said everyone was welcomed to help.

Valerie Young - Offered to help out with the Volunteer Reception on Saturday.

A motion was made by Steve Murphy and seconded by Brom Bianchi the meeting be adjourned. The meeting was adjourned at 8:27PM. The next meeting is scheduled for Tuesday, May 8 at 6:30 PM.

Respectfully Submitted,

Valerie Young
Recording Secretary