

A workshop of the Town Board of the Town of Moreau was held on January 29, 2018 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York for the purpose of discussing Recreation Department Staffing.

The Supervisor called the workshop to order at 7:00 p.m.

**Town Board Members Present**

John Hogan	Councilmember
Alan VanTassel	Councilmember
Kyle Noonan	Councilmember
Theodore T. Kusnierz	Supervisor

**Town Board Members Absent**

Gina LeClair	Councilmember
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**Also present:** Leeann McCabe, Town Clerk; Sandy Mahoney, Recreation Program Director; Nick McPartland, South Glens Falls CSD Athletic Director; Reed Antis, Planning Board Member and Town Resident; Jack Hills, Chris Scarincio, Dan Crossman, Charlie Granger

The Supervisor stated that the purpose of the workshop was to discuss the staffing at the Recreational Facilities. He had given all Board members a copy of the 2018 Budget along with a listing of staff at the Park. He explained that the Town Board would have discussion and when done, they would hear from Recreation staff and after that, they would accept comment from the public.

Councilmember Hogan stated that Jim Davenport had tendered his resignation effective February 22, 2018 and commented that they need more people at the Park and need to advance on it. The Supervisor stated, that one of the things the previous Board had looked at, when looking at the possibility of restructuring, was whether or not to have a public works department, which would take over the maintenance responsibilities not only at Recreation Park but for all Town facilities. The Supervisor commented that he had a conversation with the active Parks and Recreation Director in Malta, whose Department also includes Human Services. He stated that they have 1 Part-time Rec Director, who works 20 hours per week (salaried). That person organizes summer camps and programs for children throughout the summer and for Town-wide programs. They have 1 Part-time Artistic and Theater Director (salaried). They also have 4 Department staff, 2 Part-time and 2 Full-time. The Full-time employees work one day shift and one night shift (year round). Their facilities are open from 8:00 a.m. to 8:00 p.m. He stated that separately, for field maintenance, they have a maintenance department, for both Park facilities and Town facilities. Within the Maintenance Department, they have 2 Full-time employees; 1 Full-time person who works at night and 1 Part-time person who works at night. The Supervisor stated that they have a bigger recreation program than the Town of Moreau, which requires more staffing. He mentioned that the Town's 2018 budget amount for personnel services in the Recreation Department is \$140,506.00, which is more than what the Town spent last year, in the amount of \$116,000.00.

Councilmember VanTassel stated that he was a fan of exploring what would be called Buildings and Grounds. He stated that we lack that Town-wide. From his perspective, the maintenance and upkeep of the Park is a Full-time job and should be kept separate from running programs and scheduling fields.

The Supervisor commented that the maintenance personnel in Malta don't do fertilization and grub control, the Town contracts it out. Councilmember VanTassel stated that the Town hasn't done effective fertilization or grub control for several years. He stated that they were going to get some pricing for the service and that the money was budgeted. He stated that currently, the Town is applying chemicals under the School's license. Councilmember Hogan thought that the Town didn't get the fertilization and grub control done in the fall because there was no money budgeted. Supervisor Kusnierz stated that there was money available but as the Town came closer to the end of the year, there were deep holes, elsewhere in Town, that they needed to fill. He stated that the Board was committed to make sure they minimized the hole that was present going forward into this fiscal year, so they didn't move forward on it. The Supervisor stated that they're all aware that it needs to happen this year and they're prepared to do it. Councilmember VanTassel stated that he thought the Town had a reciprocal plan with the school, in that we help them with providing fields and they help us with some maintenance. He stated that the Town

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needs to work on the overall 5 year Master Plan for the Rec, so they can determine how to effectively protect the assets in the Park.

Councilmember Hogan asked if there was a current map of the Park and had thought that buses might be allowed to park on the other side of the bowl area. He was told that it hadn't been cleared enough for parking purposes.

The Supervisor stated that there is a big to-do list and wish list but it all comes down to money. He stated that the Town needs a better revenue stream to do all the things that the residents in the community would like. He stated that they need a parallel thought process starting with a 5 year Master Plan and a way to pay for it. He stated, that relying on the tax payers won't get it done. The Supervisor stated that there has been talk of doing another bowl. He stated that there were 384,000 cubic yards of sand that came out of the original bowl. The Town Highway Department pays about \$4.00 or \$5.00 per yard, which is a lot of money. If they wanted to go into a temporary mining operation to get it out, whoever wanted the sand would need to build an access road, which can be turned over to the Town once completed. The Supervisor stated that they need to look at creative ways to increase revenue and this would help fund the Town's Rec facilities and also have the benefit of having another bowl.

Councilmember Noonan asked if they can get all the work done that needs to be done with the current personnel. The Supervisor stated that there's only 1 Full-time person, who is looking for expanded responsibilities. Councilmember Hogan stated that this person doesn't want to have anything to do with scheduling. He also commented that Steven Vance, who is a Part-time employee, would like to go to Full-time.

The Supervisor stated, for the benefit of the public, there used to be a Full-time Recreation Director and a Full-time working Foreman. The Recreation Director was in charge of programming and the overseeing of the fields. He stated that there were pros and cons and that particular situation didn't work out well. He thought they should be looking at a working foreman position but didn't think it should be under the umbrella of the Rec, he thought it should be under general maintenance, which includes the Rec. Councilmember Noonan asked if this person would take care of all Town facilities. The Supervisor replied that a title of Working Foreman/Maintenance, would be responsible for everything going on at Rec and other facilities (sanding, salting, plowing and mowing). The Supervisor felt that the Town should have some sort of maintenance agreement for the inside facilities. Councilmember Noonan asked if the Working Foreman position would be paid out of the Rec budget and the Supervisor replied that it would be a Town Board decision but thought there could be a line item in the Rec budget. He also stated that it will be difficult to increase staffing this year because there's no cushion in the budget. Councilmember VanTassel stated that they will need more help at the Park and that they're working with a limited crew. He stated that when they have to start flipping fields during the summer, they usually have 4 Full-time employees and he's not sure how many are coming back from last year.

The Supervisor asked for a consensus from the Board as to whether they want a Part-time or Full-time Rec Director and stated himself that he thought they could manage with a Part-time Rec Director. Councilmember VanTassel stated that he didn't think a Full-time Rec Director would be necessary if they were going to spin off the maintenance. He stated that 60%-80% of the former Director's duties were spent on maintenance and grounds. Councilmember Noonan suggested that a Part-time Rec Director and a Full-time Maintenance position would be the best fix for now. The Supervisor asked what the duties of the Part-time Rec Director would include.

Councilmember Hogan stated that he had gone down to the Rec Park and found a black book. He then went to USAA and found names of those scheduled for tournaments. He assumed that these fields had been promised out. He didn't find anything that came through Town of Moreau emails requesting the fields and the only paperwork the Town has is from the NYSPHSAA, Capital Region Reign and Calico Dancers. Councilmember Hogan stated that he wasn't sure what the duties were of Sandy Mahoney and wanted to have a conversation with her but thought that the reservations of the fields should be done by her. Ms. Mahoney stated that she had helped Pete Corlew with the scheduling. Councilmember Hogan

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commented that it looked like Mr. Corlew had been using a personal email instead of using the Town email and with him leaving, there is no access to the emails.

Councilmember VanTassel stated that he too had seen the black book and that June and July were already full. He stated that there was a file in the Rec computer, which had contact information and suggested that they reach out to all of those, who it appears have fields that have been committed to. He also commented, that this was only a part of what Mr. Corlew did, he was also responsible for staffing the fields during tournaments. He stated that those who reserve the fields have a choice as to whether they want the fields raked and lined between games or not and this determines how many people are needed to work the tournaments. Councilman VanTassel stated that they'll need to know what the expectations are from these people before they take the fields and that will also determine the staffing requirements.

Supervisor Kusnierz wanted to break down the responsibilities of the positions. He asked, that if there's a Part-time Rec Director and a Maintenance Department, who will be responsible for scheduling the fields.

Councilmember VanTassel stated again that he thought they could do with a Part-time Rec Director but that they do need to replace the Full-time position for maintenance. The Supervisor stated that they need to determine what the duties will be. Councilmember Noonan stated that one of the issues last year was securing payment and that people didn't know who to pay. He suggested that, whoever is in charge of scheduling the fields should make sure that the money gets to the Town. There was a brief discussion as to how the money gets to the Clerk's office and it was stated that any money collected, should go directly to the Clerk and that it shouldn't be collected by Rec staff. There was discussion as to when the field reservations should be paid for and it was stated that there should be a policy in place and that it will need to be addressed.

Councilmember Hogan stated that the Part-time Rec Director should be in charge of scheduling the fields and also be in contact with those entities, which will be using the fields. He listed Baseball, Softball, and Soccer. Ms. Mahoney stated that the initial contact for those entities went to Mr. Corlew and they will now go right to her. The Supervisor stated that would be the case, if that's what the Board decides to do but agreed with Councilmember Hogan, that the Part-time Rec Director should do the scheduling. After a short discussion on Softball, Little League and Soccer, the Supervisor stated that the Rec Director would be the gatekeeper for scheduling fields. Councilmember VanTassel stated that these duties would be in addition to the duties the Rec Director already has, one being to oversee the staffing and scheduling at the beach. He stated that if they take the maintenance of the beach out of the picture, this person wouldn't have to deal with the geese issues. He stated that during the summer, there are a variety of other programs going on. Ms. Mahoney stated, that going into summer, they have soccer and lacrosse. And, during the summer, they have the science camp and arts & crafts plus items she would like to add for this year. Councilman VanTassel stated that although there was money budgeted for new programs, this may not be the year to start them. He stated that there's only a set number of hours available and they're going to put more work on top of it.

The Supervisor stated that they need to discuss a maintenance position. He was under the impression that this position would become broader and would include the Park. He asked if the Board wanted to create a working foreman position. Councilmember VanTassel stated, that his opinion is to review the job descriptions provided by the County. He didn't feel that they should put themselves into a box that wouldn't align with the 5 year plan. He stated that could happen, if they pick the wrong job with the wrong class. He did feel that this person should be asked to be a working foreman. The Supervisor commented that it would be a supervisory role. Councilmember Hogan asked if this person should be certified in fertilization. The Supervisor stated that it would be more expensive, but because of the timing, the fertilization should be contracted out this year. Councilmember VanTassel stated that they should look at the job description and make a list of what they want this person to do and try to put some estimated time to the workload. He stated that buildings and grounds is not a full-time job but adding Rec and the beach to the duties, would add to that. He stated that they need to come up with the description for the Working Foreman and then decide what other positions are needed.

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The Supervisor asked the other Board members, what they thought would be needed for regular, seasonal and part-time staffing. Councilmember Hogan stated that, according to what staff is there right now, an additional 4 seasonal employees would be needed from April 1<sup>st</sup> to the end of October, to care for the fields. The Supervisor stated that there were 4 part-time positions last year and asked Ms. Mahoney if she thought that was adequate. She stated, that with the tournaments in June and July, that number might be low. He asked if 2 more part-time people for June, July and August would be acceptable. Ms. Mahoney stated that she didn't think they would need 2 full-time people but for at least weekends during that time, it would help to have the additional staff. The Supervisor stated that we shouldn't be short staffed when there are tournaments being held in the Park. Ms. Mahoney stated that there were times when things broke at the beach and staff had to leave the Park during tournaments, which left them short staffed in the Park. Councilmember Hogan asked whose responsibility it would be to schedule staffing and the Supervisor replied that the Working Foreman would be in charge of staffing. Councilmember Noonan asked if Mr. Corlew had been in charge of the budget for the Rec and asked if this is something the working foreman would be in charge of. Councilmember VanTassel stated that he would expect this person to provide leadership of those things. It was mentioned that this person would have to follow the Town's procurement policy for purchasing.

Councilmember VanTassel asked what the head count was and the Supervisor replied that he counted 6 plus the part-time Rec Director. He broke it down to 4 full-time seasonal and 2 part-time seasonal for the summer months. Councilmember VanTassel asked if these people were in addition to the regular full time employees. The Supervisor replied that there would be the Working Foreman on top of those numbers. Councilmember VanTassel asked for clarification of the regular full-time employees. The Supervisor stated that there would be 2 regular full-time employees (which included the working foreman). There was discussion that they should run the numbers for personal services.

Councilmember VanTassel asked if the Working Foreman would be responsible for staffing at the beach, where in the past it was the responsibility of the Rec Director. The Supervisor thought the Working Foreman would be in charge of the beach staffing because they will be in charge of personnel. Councilmember VanTassel stated that this would lessen the workload of the Rec Director, who will be taking on more duties. Ms. Mahoney stated that the schedule at the beach has come together over the years and felt it should be more of a Program Director's duties rather than the Working Foreman. Councilmember VanTassel agreed with her, with the reasons she had given but when they ran the math from last year, it was difficult keeping Ms. Mahoney under 19 hours. He stated that they'll have to be clear on the duties and what the expectations are. Ms. Mahoney stated that there were 2 employees, at the end of last year, who helped with the scheduling. She thought that they might be able to take on a bigger role with the scheduling this year. Councilmember VanTassel stated that they can pre-set the schedule at the beach. He stated that they know the hours the beach is open and how many people they need for coverage. The Supervisor commented that he didn't want to see overtime, anywhere. He stated that it wouldn't be an efficient use of resources. He stated that right now there are extenuating circumstances and that's why they're having this meeting, to get things back on track.

Councilmember VanTassel asked what the first step is. The Supervisor stated that Civil Service will have to determine if this is a classified position or not. He stated this will determine in which direction the Board wants to go in naming the position and to determine whether the Board wants to interview for the position or if they want to move someone into the position. He stated that they can think about this and hopefully, make a decision at the next Town Board meeting. Councilmember VanTassel asked if the Supervisor's office would pull the job descriptions for the Board members and the Supervisor stated that he would. Councilmember VanTassel asked the Supervisor if he would have his Secretary run the numbers with the staffing and salaries. The Supervisor replied that he would have this done and that he would make sure that the Board members each get a copy of the numbers.

The Supervisor opened the workshop for comment from the SGFCSD Athletic Director. Mr. McPartland had no comments other than the fact that the School relies heavily on the Town and they appreciate it because the Schools are landlocked. The Supervisor commented that the Town has enjoyed a great working relationship with the School District and they would like it to continue.

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The Supervisor opened the workshop for public comment. Chris Scarincio stated that he would like to discuss procedures but the Supervisor replied that this workshop is being held to discuss staffing only.

Charlie Granger asked some questions relating to how the Board came to the decision of a part-time Rec Director. It was mentioned that the Town already has a part-time Rec Director. Councilmember Hogan explained that the Town will be filling a position for a Working Foreman of Maintenance for Rec and Town properties. Mr. Granger asked for clarification on how the Town Board came to the decision of the part-time Rec Director and Working Foreman positions. It was explained that these were the positions agreed upon until a 5 year master plan is complete.

Jack Hills commented on the 2 part-time seasonal positions, which will be used to flip fields during the summer months. He suggested that there might be a lesser fee charged if they do their own work. He stated that they've made the legion field a little less maintenance free. The pitcher's mound and batter's box have both been re-built and don't require maintenance. They've put in artificial turf in the batting cage, so there are no more problems with that. He stated that they're willing to work the field but also commented that the Town has been great over the years. He stated, that no matter who the Director was, the fields have always been ready. He agreed with the Town's decision to separate the field scheduling duties out to the part-time Rec Director.

Reed Antis stated that the Highway Department and Water Plants weren't mentioned in the plan for the Maintenance Director. The Supervisor stated that the Board could discuss the matter. Mr. Scarincio stated that the Highway Department takes care of its own maintenance. Mr. Antis stated that the Town is growing and they should make sure that the maintenance is properly funded.

The Supervisor stated that he understands the public would like to discuss issues, other than what is being discussed at this meeting. He suggested that a Rec Committee meeting be scheduled so they can get feedback back from the public. He asked that the Committee get the information from their meeting back to the Board. He asked Councilmember Hogan to reach out to those other entities to see what night would work for them. Councilmember Hogan stated that he would and that he would also reach out to Councilmember LeClair.

Ms. Mahoney asked if she will be responsible for reaching out to the entities, who had been scheduled in the black book, to see what they feel they have scheduled for this year. Councilmember VanTassel asked Ms. Mahoney to see what emails she might have, which would tie into the schedule and then she should get together with the Rec Committee (Councilmember Hogan and Councilmember LeClair), before making any calls to these entities. Councilmember VanTassel also asked Ms. Mahoney, when communicating with any of these entities, to advise them that they should be sending information to Town emails only and not to personal emails. Councilmember Hogan stated that all communication should go through the Moreau Rec email.

The workshop concluded at 8:07 p.m.

Respectfully submitted,

Leeann McCabe  
Town Clerk