

**Philipstown Recreation Commission  
Tuesday, January 29, 2013  
Philipstown Community Center – 7:30 P.M.**

PLEDGE

MINUTES – November & December

FINANCIAL – November, December & End of 2012

CORRESPONDENCE

REPORTS

- a) Program
- b) Theatre
- c) Building and Grounds
- d) Fields
- e) Friends of Philipstown Rec

QUESTIONS FROM THE FLOOR

OLD BUSINESS

- 1. Building Security update

NEW BUSINESS

- 1. Lacrosse Director
- 2. Commission Vacancy

Executive Session

PHILIPSTOWN RECREATION COMMISSION  
MINUTES OF MEETING – November 27, 2012

The regularly scheduled meeting of the Philipstown Recreation Commission was held on November 27, at the Community Center at 7:30pm.

Commission Members Present:

Bill Mazzuca  
Phil Cottenec  
Seth Dinitz  
John Maasik  
Stephanie Hawkins  
Al Zgolinski  
Amber Stickle, Director of Recreation

Bill Mazzuca opened the meeting with a salute to the Flag and the Pledge of Allegiance.

Claudio Marzollo made a motion, seconded Stephanie Hawkins and unanimously approved to accept the September minutes.

Financial Report

Gross Revenues for September:	\$ 57,679.49
Bank Charges:	\$ 1,724.79
Refunds:	\$ 155.00
Net:	\$ 55,799.70

John Maasik made a motion, seconded by Claudio Marzollo and unanimously passed to accept the September financial.

Gross Revenues for October	\$ 26,778.14
Bank Charges:	\$ 319.97
Refunds:	\$ 185.00
Net:	\$ 33,730.61

John Maasik made a motion, seconded by Stephanie Hawkins and unanimously passed to accept the September financial.

Program Reports – Amber Stickle reported that all the programs are doing well. She reported that without having the final numbers in front of her, she believes that they department will meet all their expectations.

Depot Theatre – Stephanie Hawkins reported that the Depot Theatre was still working with MTA regarding the propane tank for the generator. Claudio Marzollo discussed an issue that was raised to the Town Board regarding the fundraising that was done for the sprinkler system. A member of the community was questioning where the money went. Claudio plans to present at the next town board meeting to clarify the status of the money.

Building and Grounds – Amber Stickle reported that the community center operated as a shelter during the recent hurricane. The generator worked with no issues. She also reported that the building was used by FEMA representatives as a meeting location for any residents that needed to discuss their applications. Finally, she reported that the park was closed for the season November 26.

Fields –

Friends of Philipstown Recreation – Amber Stickle presented an overall financial review of the Friends Activity.

Old Business

Dog Park Group - Bill Mazzuca asked that the community group that was present to make a presentation on the Dog Park be moved up on the agenda. Debbie Lind came to talk to the commission as a representative from the Philipstown Dog Group. She discussed the need to have community member oversight for the dog park at North Highlands Park. The group wanted to work with the Town to update signs, make repairs, and improvements by raising funds. Amber Stickle discussed the need for communication with the Recreation Department. It was agreed that the two parties would meet after the New Year to discuss the next steps.

Boilers – It was reported that Jimm Boorum has submitted his final proposal to be approved by the Town Board. That should happen at the next meeting.

Building Security Proposal – Amber Stickle presented a building security plan to approve by the commission. The proposal included cameras and a DRV recorder system, as well as a front door buzzer. John Maasik made the motion to the Town Board to install a security system at the Community Center not to exceed \$15,000. The motion was seconded by Stephanie Hawkins and unanimously approved.

Soccer Program – Amber Stickle discussed the declining numbers in the sports programs. She asked the commission to support the decision to not offer 7/8 grade soccer in the upcoming season. The commission agreed with her decision.

New Business

2013 Budget – Amber Stickle presented the 2013 final budget for the commission to review.

Bike & Kids Proposal – Amber Stickle presented the commission with a Bikes & Kids proposal submitted by Jay Vitale. The commission discussed the need for more information and asked Ms. Stickle to follow up with Mr. Vitale.

Commission Elections – The proposed commission positions are as follows:

Chairman: John Maasik  
Vice Chairman: Bill Mazzuca  
Treasure: Phil Cotennec  
Secretary: Stephanie Hawkins

Al Zgolinski made a motion to cast one ballot for the entire slate. The motion was seconded by Stephanie Hawkins and unanimously approved.

It was moved by Al Zgolinski and seconded by Stephanie Hawkins to adjourn the commission meeting.  
The motion was unanimously approved.

Respectfully submitted,  
Amber Stickle  
Director of Recreation and Parks

These minutes are subject to review by the Recreation Commission for corrections and approval thereof.

PHILIPSTOWN RECREATION COMMISSION  
MINUTES OF MEETING – December 20, 2012

The regularly scheduled meeting of the Philipstown Recreation Commission was held on December 20, at the Community Center at 7:30pm.

Commission Members Present:

John Maasik  
Bill Mazzuca  
Phil Cotennec  
Stephanie Hawkins  
Al Zgolinski  
Amber Stickle, Director of Recreation

John Maasik opened the meeting with a salute to the Flag and the Pledge of Allegiance.

Amber Stickle apologized to the commission for not have the minutes and the financials done. She reported being out of the office for the past two weeks for jury duty and was unable to get everything done for the meeting.

Program Reports – no report

Depot Theatre – Stephanie Hawkins reported that The Depot Theatre just went through an audit. That report should be available soon. Going forward, all minutes and financial reports will be posted on-line for review. She also reported that the MTA agreement for the propane tank is going to be signed. The Depot Theatre plans to start a capital campaign for building improvements, including (but not limited to) a new HVAC system and generator. Amber Stickle reported having a conversation with Garrison Fire Department who has hinted they want to start using Station One. There is a Town Board workshop scheduled for January 9<sup>th</sup> to discuss this further.

Building and Grounds – No report

Fields – no report

Friends of Philipstown Recreation – no report

Old Business

Building Security Proposal – Amber Stickle reported that the security plan was accepted by the Town Board and that due to recent events will be installed as soon as possible. Amber Stickle presented three more security issues that she felt should be addressed as soon as possible:

- 1) Cameras in the stairwells
- 2) Preschool door does not have lock-down capability
- 3) Policy development for lockdown, background checks, training, etc.

Bill Mazzuca made the motion to install 3 more cameras in the stairwells. Claudio Marzollo seconded the motion and it was unanimously approved.

Phil Cotennec made the motion to make any necessary improvements to the preschool doors to enable a lockdown scenario. The motion was seconded by Stephanie Hawkins and unanimously approved.

The commission all agreed that Amber Stickle should start to develop any necessary security policies.

#### New Business

Amber Stickle – Amber Stickle requested permission to transfer \$18,866 from contractual to personnel. Claudio Marzollo made the motion to transfer \$18,866 from contractor to personnel. The motion was seconded by Al Zgolinski and unanimously approved.

It was moved by Al Zgolinski and seconded by Bill Mazzuca to adjourn the commission meeting. The motion was unanimously approved.

Respectfully submitted,  
Amber Stickle  
Director of Recreation and Parks

These minutes are subject to review by the Recreation Commission for corrections and approval thereof.





2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
BUILDINGS AND GROUNDS -- INCOME	2,817.50	2,800.00	17.50	100.63%
CREDIT	1,249.72	1,500.00	-250.28	83.32%
DEPOT THEATRE -- INCOME	168,412.59	165,403.00	3,009.59	101.82%
ISF FEES (returned check fee)	210.00	100.00	110.00	210.0%
PROGRAMS -- INCOME	467,385.34	435,000.00	32,385.34	107.45%
REIMBURSEMENTS / REBATES	10.58			
YOUTH GRANTS -- INCOME	0.00	4,000.00	-4,000.00	0.0%
<b>Total Income</b>	<u>640,085.73</u>	<u>608,803.00</u>	<u>31,282.73</u>	<u>105.14%</u>
<b>Expense</b>				
CONTRACTUAL	317,741.34	338,000.00	-20,258.66	94.01%
EQUIPMENT	1,299.97	5,500.00	-4,200.03	23.64%
PERSONNEL SERVICES	609,122.44	586,257.00	22,865.44	103.9%
REFUNDS (REFUNDS)	2,885.75			
<b>Total Expense</b>	<u>931,049.50</u>	<u>929,757.00</u>	<u>1,292.50</u>	<u>100.14%</u>

