

**PARKS AND RECREATION ADVISORY COUNCIL MEETING MINUTES  
FEBRUARY 22, 2023  
PORT JEFFERSON VILLAGE CENTER, HARBOR COVE ROOM**

Trustee Sheprow called the meeting to order at 6:03 p.m.

**ATTENDANCE**

Trustee Sheprow, Trustee Loucks, Renee Lemmerman, Dave Melious, Kathianne Snaden, Gerard Gang, Robert Gross, Jennifer Hildreth (via zoom), Kelly Juliano, Lois Kilkenny, Rima Potter, Thomas Provencher (alternate), Dana Eng (alternate); Trustee Snaden was present for a short period of time.

**I. Parks**

Trustee Loucks introduced Dave Melious to the Council.

- A. Trustee Loucks advised that the work on the bluff was ahead of schedule and hopefully the lower wall will be done by end of week. Rocks have been installed in the ground. Drainage system to go in and then fill over the top utilizing Courts 5 and 6. Trustee Sheprow questioned whether the fill from the Pine Hill Road housing construction project would be considered/pursued to save on the cost of purchasing fill being utilized, noting that she was aware it would need to be tested. Trustee Loucks stated it was a good suggestion but could not be followed through on because the money allotted to provide the fill had already been approved by the BOT.
- B. Trustee Loucks reported that the Village has received a \$3.75 million grant for the upper portion of the bluff stabilization. Cranes would be staging the work on court 1 and court 6 to do the work behind the building. Work cannot start until the drainage system is installed and after the fill has been put down on the lower wall to replace what was lost. Drains will be directed to a large cesspool drainage system that will drain out slowly.
- C. Trustee Loucks reported that there is a limit to the number of gallons we can use to water the course at the Country Club and that we are in a search mode for additional water resources. He reported that the CC took a beating because it ran into alkaline after a 23-day drought.
- D. Beach Bathrooms: Following feedback from this advisory council, Trustee Loucks and Mr. Melious visited both the East and West Beach bathrooms. They met with the Holzmacher, a PJV consulting engineer as well as an Architect. Trustee Loucks reported that although it would be recommended to bulldoze and replace West Beach bathroom, this is not possible due to the proximity to the water. One solution discussed was the tearing down of the structure, pouring a slab, installing shower heads at the end of the slab, and bringing in a trailer for the bathroom, which could be easily moved for other events if desired, if there were necessary electrical and water hookups. It was decided that for this summer, they would be freshened up and if work is to be done it will be done after the season. Mr. Melious addressed a question from Rima Potter about an electrical concern at

the bathroom and stated that at the end of last summer PSEG installed a new pole, transformer, wires, and a new panel. Testing has been done and it is believed the problem is resolved. Ms. Potter stated she was aware of children being shocked in the bathroom. Mr. Melious stated he would have it tested again in April.

- E. Regarding the East Beach bathroom, this year the men's and women's bathrooms will be receiving new faucets and sinks, mirrors, the height of the stall walls would be increased. Lighting will be upgraded and painting done on the floor and walls. New dryers and tissue dispensers will be installed. Parks Department will be completing most of this work in-house.
- F. Trustee Loucks reported that tickets were being issued at the Country Club vendor parking lot. Trustee Snaden said that she believed this was happening only in the lower lot and involved large groups of non-residents parking. She was unaware of a problem and stated that perhaps it is a vendor complaint.
- G. Basketball Courts: Price estimate will be obtained for adjustable height breakaway rims. Trustee Sheprow recommended that only coaches have the ability to adjust rims.
- H. Trustee Sheprow brought to Mr. Melious' attention a problem with the walkway at the Village Center being uneven. Mr. Melious stated that Pioneer Paving will be beginning work shortly and that he would fill the area with material to even it out in the meantime. Trustee Snaden stated that some issues have arisen with the project and that the project will have to be redesigned due to omissions by the prior Administrator. Trustee Loucks asked Trustee Snaden why the walkway that goes along the beach was not included in the work being done, and Trustee Snaden stated that she was unsure but believed it was an omission by the prior Administrator. Mr. Wood is currently working with the contractor on a new design.

## II. Recreation

### A. Golf Outing

The Village Golf Outing will be held on Thursday 8/17/23. This is for all PJV residents, volunteers, employees. The price last year was \$50.00 and we broke even on this event. Sponsorships are helpful. This year, it was recommended that the price be increased to \$75.00. This price is all inclusive, including raffles. Ms. Lemmerman stated that food costs have dramatically increased. Mr. Gang recommended an increase to \$65.00. **Motion made by Kelly Juliano, seconded by Robert Gross to recommend increasing the cost of participating in the Village Golf Outing to \$75.00. All in favor, motion carried.**

Discussion ensued regarding a Tournament Honoree. Ms. Hildreth recommended Margot Garant (who will be the former Mayor at that time). **Motion made by Jennifer Hildreth, seconded by Robert Gross to name Margot Garant as Tournament Honoree. All in favor, motion carried.**

### B. Senior Programs

Ms. Lemmerman stated that senior programs have been expanded to Wednesday and Thursday. A grant from Suffolk County is pending through Economic Development for \$20,000.00. This programming will begin 5/1/23 and is free for all Village residents, \$10 for non-residents, 55 and over, and includes transportation. Beth Rothstein is now running these programs.

C. Educational Programs

There are now programs on cooking, nutrition, walking club, bus trips, fitness, art, and there is now a care program for those suffering from Alzheimer's. Mr. Gang suggested having HS students come in and help seniors with the use of iPad and iPhones and requested more life skill programs. Mr. Gang also requested that all new programs come before our Council for review. After a brief discussion, it was agreed that any programs deemed by Ms. Lemmerman to be new or different/unusual programs will be brought before this Council for review.

D. Ms. Lemmerman discussed the space availability issues when summer camp starts. They are looking for alternative locations. Trustee Sheprow said she would reach out to the Waterview management to request use of the Country Club to use the upstairs on Wednesday and Thursday for these programs.

E. Digital Promotion

The Recreation Dept. program promotions are no longer linked to the Village social media masterhandles. Ms. Hildreth stated the determination was made by Kevin Wood and suggested a discussion with him on this issue. It is the Council's opinion that the social media promotion for recreation and village center events should be linked.

### III. Village Center

A. A marketing sub-committee was discussed. Mr. Gang stated that he had obtained the original business plan which includes budgets and issues. Trustee Sheprow obtained a marketing plan from 2005 which was written by M. Quinn – assistant to the Mayor at that time. Mr. Gang stated that anyone joining this sub-committee should be prepared for many meetings. Trustee Sheprow stated that she would scan in a copy of the business plan and forward it to all Council members for review and that she would be seeking volunteers for the marketing sub-committee.

B. Mr. Gang questioned where the revenues for the Farmers Market, and other programs held on Village Center property but not given as income to the Village Center go. It was stated that these funds go into an unallocated Village account. Mr. Gang stated that he would like charts showing profits, expenses, etc. Ms. Lemmerman stated that they are just starting up again after COVID and are facing staff shortages.

C. It was recommended by Ms. Potter that Mr. Wood be invited to attend the next meeting to discuss marketing and how to set forth a marketing plan without a dedicated marketing person.

D. Financial Report: Trustee Sheprow stated that developers are required to pay a recreation fee to the Village. Currently there is \$170,000.00 in the fund and recommendations by this council will be considered for allocation thereof.

- E. Re-negotiations of Rinx contract should commence to see if there's an opportunity to fund the resurfacing of the rink area, and a roof over the area. The Rinx will be contacted by the Mayor and Clerk.
- F. There is approximately \$100,000 in the Village "beach" fund to support upgrades to the bathrooms, etc.

#### **IV. Next Meeting Topics**

- A. Village Center marketing sub-committee
- B. Nominations will be discussed and voted up for the P&RAC Chair.

The next meeting will be held on 3/29/23 at 6:00 p.m.

**Motion made by Kelly Juliano, seconded by Lois Kilkenny to adjourn at 7:54 p.m. All in favor, motion carried.**