

**PARKS AND RECREATION ADVISORY COUNCIL MEETING MINUTES  
MARCH 29, 2023  
PORT JEFFERSON VILLAGE CENTER, HARBOR COVE ROOM**

Trustee Sheprow called the meeting to order at 6:05 p.m.

**ATTENDANCE**

Trustee Sheprow, Trustee Loucks, Renee Lemmerman, Dave Melious, Gerard Gang, Robert Gross, Jennifer Hildreth, Lois Kilkenny, Mary O’Sullivan (alternate), Rima Potter.

- I. Minutes from 2-22-23 Advisory Council Meeting
  - a. Motion to approve by minutes by Lois Kilkenny; seconded by Bob Gross; approved.
  
- II. **Open Comments about Recreation and Parks**
  - A. Council was asked to have open ended discussion about observations and if there is anything to raise with Parks and Recreation Management.
    - a. Lois Kilkenny is very interested in seeing a list of the Parks and description of them within the Village
    - b. Trustee Loucks suggested a field trip; all agreed it is a great idea and it will be scheduled.
    - c. Renee Lemmerman suggested using the Village-owned 15-passenger van to do the tour
      - i. The question came up and discussion ensued as to why the 15-passenger van is not being used for the Passport Program.
  - B. Updates from Renee Lemmerman related to Village Center
    - a. Ice Skating ends March 31; we had 16,000 skaters; bringing in \$111k to Village Center; Convert rink in April into a sport court
    - b. Adult softball starts April 17 (men – 7 teams) and May 9 (women 4 teams)
      - i. Management meeting took place with team captains
      - ii. Make up of teams is 50/50 resident/non resident
      - iii. They will pay for umpires at the field;
      - iv. Cost of softballs and loss of softballs due to foul balls going into the creek is about \$2,300. We make no money. Last year we lost money.
    - c. Updates on all programs
    - d. Renegotiated room rental with fitness instructor; moving to Skip Jack Room MWF 9-11; hourly rent is \$31.25 (\$750/month) and giving the instructor storage in that room. Some on council recommended not carpeting but realized it was too late to change the plan for this. Village residents petitioned for this. Council requested that issues like this be bounced off the Council before taking it to the Board or the Mayor.
      - i. Gerard Gang suggested all programs should be raised with the Council to make the recommendations.

- ii. Council agreed that not all programs need to be brought forward but those as deemed appropriate from Director of Recreation.
    - e. Carpeting will be placed in the Skip Jack Room
    - f. Summer camp starts at 6 years old
  - C. Social Media Update
  - D. Social Butterfly doing social and website digital updates for Village of Port Jefferson for seven years;
    - a. 18k followers on Facebook; 4k followers on Instagram
    - b. Promote events, municipal announcements and promotional communication
    - c. Updated Board of Trustees at a meeting via presentation on how Social Butterfly works; Kevin Wood appointed director of Communications and following his direction
      - i. KWood indicated Village wanted recreation programs Facebook and social media accounts to be separated from the Village Master Handles.
        1. After repeated reminders the recreation handles have grown from 700 followers to about 1k
        2. Negatively impacting recreation program sign up/participation
        3. Primary audience is Port Jefferson; 4,500 views on the page through the month of March; peaked around the 23<sup>rd</sup>.
        4. Primary audience is 45-54; 80% women; 19% men; 20% is from Port Jefferson; the next largest geographic demographic is 5% from Terryville; and 5% from the remaining communities.
    - d. Graphic artist, Sue Orifici, is transitioning out with retirement; Village hired Francine Moshe to replace her.
    - e. Question to Renee - which programs need extra boost and should continue to be promoted on the master handle?
    - f. Question: will this council recommend that recreation programs can continue to be promoted on the master handle until the transition is fully understood and audiences are built up.
- E. MOTION: Lois Kilkenny: Can the Village concede to promote recreation program on the village social media master handle until the transition is fully understood for the next 12 months to evaluate keeping the programs well attended? Seconded by Bob Gross. Motion Passes.
- F. Trustee Sheprow announced that the Council is seeking volunteers for the Village Center Marketing Subcommittee recruitment
  - a. Evaluate where we are based on programs developed in 2004-2005; and this would be the creative committee.
  - b. Lois Kilkenny and Gerard Gang have volunteered.
  - c. Trustee Sheprow volunteered to work with this new committee on that.
- G. Parks Update – Dave Melious

- a. Moved lip and sod, irrigation on Erland Field in preparation for the upcoming softball season. We're in good shape.
- b. The water fountain (human, bottle, animal) arrived; water supply in place; will be installed near the Barnum lot access point.
- c. Concrete pad will be installed; should be completed within 2 weeks
- d. Parks cleaning up, mulching, planting – it's the season.
- e. Dave Melious praised his staff.
- f. Beach bathrooms
  - i. New lighting
  - ii. Hand dryers
  - iii. Wall to separate men and women cubicles
- g. Once bluff restoration is complete Parks will clean up the beach
- h. Electricity in the bathrooms was safely updated; PSEG installed new poll, much has been done. Water turns on later for east beach; plumber will open water in three weeks or so.
- i. Stone dust repair work completed along the Harborfront Park walkway at the Danford's parking lot entrance while the walkway resurfacing project continues to move forward; stalled due to scope of work being changed; it'll be a stampcrete (looks like brick but isn't). Dry well installed as DEC doesn't allow for drainage.
- j. Country Club testing concrete mix with har-tru material from tennis courts to see if it can be used for the cart paths.

H. Updates from Trustee Loucks:

- a. Roosevelt Park – in talks with the School District to utilize Roosevelt Park for student activities.
  - i. Can the request be brought to Dave Melious or Renee Lemmerman for consideration to bring it to the Advisory Council for a recommendation?
- b. East Beach Bluff Restoration
  - i. Trustee Loucks shared images of the project with the Council.
  - ii. Drainage system has been totally installed in the lower tennis courts which had to be done before pushing back fill over the side of the bluff.
  - iii. On eastern end of lower tennis courts is a problem; back end of the fence around court 5 has a sheer drop off they can't get to;
  - iv. Zoom meeting with DEC last week; they recommended we go in there and we go seven feet back and cut the threes and leave the roots so roots will hold existing bluff. Chris at Terry says they can only go up the bluff so far.
  - v. How didn't they know that before they started the job (Jennifer Sherry asked)?
    - 1. Trustee Loucks said they are not charging extra for that up to now.
  - vi. On the other end there is no live vegetation so they can grade that out.

- vii. Once fill is over the bluff they will start terracing the bluff; that will take up to eight weeks which puts us into June.
    - viii. Trustee not sure it will be cleaned up by June 26; Renee Lemmerman told June 1. Suggested alternate plan for firework staging. Renee Lemmerman to meet with Grucci on April 4.
  - c. Trustee Loucks Upper Wall & racquet sports
    - i. Papers to FEMA go third week in April;
    - ii. Once money is in hand the board has to approve or disapprove going forward with the upper wall
    - iii. If approved, bids are in and the bid would be awarded; the organization who gets the bid is subject to an 8-10 week back order on the steel. Looking at July receipt of the steel, it may mean no court sports this summer but might not be possible.
    - iv. Third year without valuable racquet sport membership
    - v. Trustee Loucks says we are going forward with it.
  - d. Thursday night is new resident night.
  - e. Saturday night is the welcome back Club membership at the Country Club
  - f. Opening day at the Country Club is April 1.
- I. Vote held to establish P&R Advisory Council Chairperson
  - a. Rima and Gerard put their hats in the ring; both sent advocacy emails to the members of the council.
  - b. Sealed ballots
  - c. Five votes makes a quorum
  - d. Rima Potter elected Chair by a margin of 3-2
- J. New Business
  - a. Bob Gross asked to establish a subcommittee to review the opportunity to explore a skate park or pump track and locations for one. A lot of leg work has already been done.
  - b. Will weigh pros and cons and make recommendations.
  - c. Rima Potter described bylaws at other skate parks in Greenport and Northport (employees needed to manage the park)
  - d. Gerard Gang recommended going to administration first before getting the subcommittee so involved.
  - e. Trustee Sheprow said she'd be open to see what comes forward after speaking with parks and recreation administrators; people in the community; we're not debating it here.
  - f. The council agreed to establish a sub-committee with two members including Bob Gross and Rima Potter.
  - g. Welcoming other members of the advisory council to join the subcommittee.
  - h. Bob Gross would like to get it to the point where he can present it to the council until it's potentially ready for a Board of Trustee presentation.

**Motion to adjourn meeting by Jennifer Sherry; seconded by Bob Gross. Motion carried; meeting adjourned at 7:31 pm.**

The next meeting will be held on 4/26/23 at 6:30 p.m.