

Parks and Recreation Advisory Council Meeting Agenda
Wednesday May 1 , 2024 6:00pm
Port Jefferson Village Center Harbor Cove Room

I. Call to order

II. Updates

- A. Parks - see attached report
 - 1. Beach Boxes
- B. Recreation - see attached report
- C. Advisory Council
 - 1. Term limits

III. Village Center

IV. Chairperson discussion

V. New Business

- Painting of basketball courts
- New fountain, relocated
- Artisan Market
- Summer Market location
- Highlands Park
- Joe Erland Field - 3rd base netting
- Constable phone number posted at Parks
- Roller Skating program - Stan

VI. Adjournment

Village Center REPORT

Preparing Village Center for summer camp inspections–fire alarm, sprinkler system, fire extinguishers.

Completing NYS Children Camp Facility & Staff Description application, Corporation Officers & partners application, Prospective Children’s Camp Director Certified Statement application,

Statewide Central register database check, Children’s Camp Additional staff qualifications application. Updated summer camp safety plan for 2024.

Organized First Aid/CPR staff recertification class for Village Center staff.

Inspected AED machines for the Village Center and updated expired defibrillation pads with

Hammer Medical Supply Company.

New Art show installed on 2 nd floor April 3–May 1 st “75 years of the Wet Painting Studio Group.”

Annual PJ School Student Art Show–Featuring artworks from students from grades K–12. Exhibition through April 15th (Third Floor Gallery).

New photo exhibit on the 3 rd floor– Small Wooden Boats, “The Forgotten Work Horses & Leisure craft of old” Curated by Chris Ryon, Village Historian. April 15–May 31, 2024.

In the month of March #7,230 people entered the Village Center.

End of season meeting with RINX Company regarding the 2023/2024 ice skating season. Final revenue for the Village Center–\$109,918.76, update regarding aging Zamboni, R22 compressor conversion timeline and expense.

Continue to process 2024 Outdoor Summer Farmers market applications.

ALL Senior Club Programs (Wednesday & Thursday from 10–3pm) are free for Port Jefferson Village

Residents & nonresidents. Free transportation provided by the Recreation Department (just PJ Village residents). Thank you to the Town of Brookhaven Community Development Block Grant.

Met with Frank from Professional Retail Facilities Solutions regarding replacing windows

Sail Loft Room, Skip Jack Room, 2 nd floor, leak in atrium on 2 nd floor at the Village Center.

Working with Fran, Graphic artist to design walking map ads for the Village Center and LISEC.

Coordinating painting projects at the Port Jefferson Village Center with village custodian.

RECREATION REPORT

Working with Chief Owen/CODE Department regarding walkie talkies that the CODE Department is not using for our lifeguard beach manager and lifeguard staff (saving the village \$ from purchasing new walkie talkies).

East Beach & West Beach open June 22, 2024, and close Monday, September 2 nd . Lifeguard hours are Monday-Friday from 11-6pm and Saturday & Sunday from 10-6pm.

Coordinated with Fran, Port Jefferson Village Graphic Artist, and East End Shirt Company, a lifeguard clothing package order form. All lifeguards will now purchase their lifeguard clothing with East End Shirt Company for summer employment.

Limited availability for Port Jefferson Youth Summer Camp starting July 1 st .

Residents should register now. (75 children registered as of 4/1/24). Hired assistant camp director, NYS Certified school teacher.

Youth Discovery Camp available online. August 19-30, 2024.

Summer adult softball league registration (now available on RecPro) at Joe Erland Field. Men's

League begins April 15 th on Monday/Wednesday/Thursday/Friday nights from 6-11pm and the

women start May 7 th on Tuesday nights from 11-6pm. Interested players/teams should email R Lemmerman@portjeff.com.

Hiring Open House Event at PJVC for tennis instructor positions, lifeguard positions & camp counselor positions-on March 16 th from 1-4pm.

Working with intern from SBU to further create/enhance our social media. New TikTok account.

New rental commercial for VC on Instagram.

Organized Harborside concert contracts, movies schedule and children show contracts with Faith Presents. Fran, graphic artist submitted 2024 summer concert & movie schedule for printing.

Parks Report

Suffolk County Department of Health approved Port Jefferson Village beach permits- operate East & West Beach for 2024. Forwarded all permits to the Parks Department to post on village property at beaches.

Scheduled planning meeting for May 21 st for the July 3rd Firework Show at East/West Beach with Mayor Sheprow, Scott Cooper, Director of Business Development for Grucci, PJFD, PJ EMS, Brookhaven Harbormaster, CODE Department, Parks Department.

Met with Parks Department regarding wind screens at the village tennis courts & discussed that we didn't need to purchase new windscreen since we had more than enough windscreens in storage for the village tennis courts.

Working with Steve Gallagher, HWY Department regarding the beach quad for the upcoming season due to issues last summer or lease gator for both beaches.

Additional pickleball nets will be available starting April 15 th on the Village Tennis Courts.

Purchased additional pickleball net.

Inspected AED machines for Kip Lee Park/Village Tennis Courts and Joe Erland Field. Ordered pediatric defibrillation pads with Hammer Medical Supply Company.

Inspected AED machines for East Beach & West Beach to make sure all defibrillation pads are updated.

Hired 15 lifeguards for East Beach & West Beach. Organizing/collecting new hire/ re-hire paperwork from lifeguards & preparing for board meeting.

Parks Report

Aerating, fertilizing, seeding, the following areas:

Harborfront park

Joe Erland

Village hall

Areas around Rocketship park, etc

East beach bath house- painting the inside, new lighting, new wall switches, new security lights on the outside of the building, replacing rotted siding and paint

West beach bath house- new color paint for the building, paint inside.

Mulching garden beds throughout the village.

Power washing sidewalks throughout the business district
planting flowers.