

## **Town of Shandaken Parks & Recreation Board**

### **§ 38A -1. Board Established**

A Board is hereby established which shall be known and designated as the “Town of Shandaken Parks and Recreation Board.”

### **§ 38A -2. Powers and Duties**

- A. The Town of Shandaken Parks and Recreation Board shall help preserve, promote, maintain and expand the recreational offerings of the Town of Shandaken.
  
- B. In addition, the Board shall:
  - (1) Upon request, be provided up-to-date records of the Town’s finances concerning Parks and Recreation.
  - (2) Discuss courses of action regarding recreational activity offerings of the town including Summer Recreation programs and other activities sponsored by the Town of Shandaken.
  - (3) Look at areas for expansion of recreational activities within the Town.
  - (4) Compile detailed information to promote the Town and its recreational offerings.
  - (5) Create and review (every five years) a “Parks and Recreation Comprehensive Plan.”
  - (6) Assist in interviews for prospective Town Recreational Employees and make recommendations.
  - (7) Periodically review recreational fees paid to the Town and recommend changes.
  - (8) Coordinate actions, including grant applications, with the Ulster County Youth Bureau
  - (9) Research possible funding sources for any recommendations.
  - (10) Make recommendations regarding parks and recreation issues within the Town to the Town Board for their consideration.

### **§ 38A-3. Compensation and Reimbursement**

The members of the Town of Shandaken Parks and Recreation Board shall receive no salary or compensation for their services as members of this Board but shall, with the consent of the Town Board, be reimbursed for their actual expenses incurred in the performance of their duties as members of said Board.

### **§ 38A-4. Attendance**

Any member, without good and sufficient reason, who fails to attend three consecutive, regularly scheduled monthly meetings shall be notified by the Chair of the Parks and Recreation Board that the situation is being sent to the Town Board for review. Any new appointment shall be in accordance with § 38A-5.

### **§ 38A-5. Appointments and Terms of Office**

- A. The members of the Board will be appointed by the Town Board of Shandaken for a period of three years. Initially, terms of office shall be based on one (1) (Chairperson) one-year term, two (2) (Smith and Big Indian Park Managers) two-year terms and two (2) (Glenbrook Park and Parish Field Park Managers) three year terms. Thereafter position(s) will be for a three-year term, except in those cases where a vacancy occurs by reason of death, resignation or otherwise, whereupon immediate written notice shall be given to the Town Clerk by the Chair of the Board. A person shall thereafter be appointed by the Town Board to fill the vacancy and said person shall serve the remainder of the unexpired term of the position vacated.

- B. Annually, one or more vacancies will occur on the Parks & Recreation Board and will be filled as follows:
  - (1) The vacancy(ies) will be advertised in October of the calendar year in which the term(s) end(s).
  - (2) The Parks & Recreation Board will conduct interview(s) of the candidate(s) in November. All Town Board members both currently serving and “elect” shall be invited to attend.
  - (3) Recommendation(s) of the Parks & Recreation Board will be presented to the Town Board in December.
  - (4) The Town Board will vote on the candidate(s) in January.
  
- C. Any vacancy occurring outside of the annual appointment process shall be filled as soon as practical, provided the same procedure of vacancy advertisement, interviews and recommendation to the Town Board is followed.

**§ 38A -6. Meetings**

- A. The Vice Chairperson and Secretary for the ensuing year shall be elected at the first regular meeting of the Parks and Recreation Board.
  
- B. The regular meeting of the Parks and Recreation Board shall be held on the first Wednesday of each month at 7:00 pm in the Shandaken Town Hall unless otherwise determined in advance by the majority of the Parks and Recreation Board. The Board may vote to schedule workshop meetings at any of the parks in the Town one week prior to or following their regular monthly meeting.

**§ 38A -7. Quorum and Voting**

- A. A quorum shall consist of a majority of three voting members of the Board. In the absence of a quorum, the only action that shall be taken is to call a special meeting at a subsequent date.
  
- B. Each of the five voting members properly appointed and present shall be entitled to cast one vote. Each formal action of the Board, required by law, rule or regulation shall be embodied in a formal resolution (motion, second and vote tally) and entered in full in the Minute Book after the vote, as provided.
  
- C. Recusal: In the event that any member present shall have a financial interest of any kind or otherwise, direct or indirect, in a matter before the Board, s/he shall recuse her/himself, and the Secretary shall so record in the minutes that said member was recused and no vote was cast by the recused member(s).

**§ 38A-8. Proceedings**

All meetings of the Parks & Recreation Board shall be conducted in accordance with Robert’s Rules of Order and as herein provided for. The order of business to be followed at any regular meeting of the Board shall be in the order listed below:

- (1) Roll Call
- (2) Acceptance of Minutes
- (3) Reading of Communications
- (4) Old Business
- (5) New Business
- (6) Adjournment

### **§ 38A-9. Public Hearings**

Proper legal notice of all public hearings and each formal action required by law shall be made in accordance with the appropriate provisions of the Town law.

### **§ 38A-10. Officers and Managers**

- A. The officers of the Board shall consist of a Chairperson, Vice Chairperson, Secretary and four different “Park Managers.” The Chairperson and “Park Managers” terms shall run consistent with their terms in office. Vice Chairperson and Secretary shall serve a term of one year starting at the Board’s first regular meeting of the year and expiring in December.
- B. The duties and powers of the officers of the Parks and Recreation Board shall be as follows:
- (1) Chairperson. The Chairperson shall:
    - (a) Not be a Park Manager.
    - (b) Preside at all meetings of the Parks and Recreation Board.
    - (c) Call special meetings in accordance with Town laws.
    - (d) Sign all official documents, as required by law, or rules or regulations that are approved by the Board.
    - (e) See that all reports, documents and actions of the Parks and Recreation Board are properly made, executed and filed or taken, as the case may be, in accordance with Town law and the rules and regulations of the Board.
  - (2) Vice Chairperson. The Vice Chairperson shall:
    - (a) Be a Park Manager.
    - (b) During the absence, disability, disqualification or recusal of the Chairperson, the Vice Chairperson shall exercise or perform all the duties and responsibilities of the Chairperson.
  - (3) Secretary. Secretary shall:
    - (a) Not be Chairperson.
    - (b) Not be required to be a voting member of the Board.
    - (c) Attend all meetings of the Parks and Recreation Board to record and transcribe the minutes of same in an appropriate minute book by the following meeting.
    - (d) Serve all notices required by law or these bylaws to the Town Clerk for advertisement.
    - (e) Serve as custodian of the records of the Parks and Recreation Board.
    - (f) Attend to all official correspondence of the Board, as directed by the Chairperson.
    - (g) Shall, with the approval of the Chairperson, schedule presentations or speakers for upcoming meetings.
    - (h) Shall, with approval of the Chairperson, present meeting agenda, including a list of presentations or speakers, to the Board a minimum of three days in advance of any meeting.
    - (i) Any other duties that shall be assigned by the Parks and Recreation Board.
    - (j) Pass all appropriate documents and the Minutes Book to any successor.
  - (4) Park Manager. Park Manager shall:
    - (a) Not be Chairperson.

- (b) Represent only one of the following parks: Smith Park, Big Indian Park, Glenbrook Park and St. Francis De Sales Parish Field.
- (c) Annually provide an assessment of park amenities and recommendations for resolution to any problems.
- (d) Annually provide ideas for improvements at their respective park.
- (e) Monthly provide up-to-date reservations or activities/festivals planned for their park.
- (f) Notify the Town of Shandaken Superintendent of Highways, or his designee, of any potential threats or hazards within their respective park.
- (g) Coordinate park clean-up and maintenance with the Town of Shandaken Superintendent of Highways, or his designee.
- (h) Promote local community involvement for their respective park.
- (i) Monitor reservation of park pavilions or grounds (i.e., collection of funds and post-event inspections).
- (j) Shall keep an accounting of balances in Town accounts specific to their park.

**§ 38A-11. Reports**

- A. Each Park Manager shall, in writing each April, report on the status of all park apparatus within their respective parks titled “Annual Report”. The Chairperson will compile these into a “Comprehensive Parks Assessment” and forward this to the Town Board prior to their regular May meeting.
- B. The Board may also choose to submit, at any time, recommendations for any of the Town Parks or Recreational Programs. Any recommendation shall be accompanied by a financial assessment showing the impact if the recommended action is taken by the Town Board.
- C. The Town Board shall respond, in writing, to any formal recommendation received by the Town Board from the Parks and Recreation Board. Any Town Board response shall be made, accepting or denying any recommended action(s), within sixty calendar days of receipt of recommendation(s) from the Parks and Recreation Board.

**§38A -12. Amendments to Bylaws**

A two-thirds vote of the members present shall be required to recommend an amendment to these bylaws. These bylaws may only be amended by a resolution approved by a majority vote of the members of the Town Board.

**§38A -13. Recording of Local Law**

This local law shall take effect upon filing date of same with the NYS Secretary of State.