

West Seneca Youth and Recreation Commission Meeting @ 6:00 pm
Community Center Meeting Room, 1300 Union Rd., West Seneca, NY 14224
March 15, 2023
Minutes- Draft

I. Call to Order

Tammy called the meeting to order at 6:04 pm

II. Roll Call

Commission member	Present	Absent (A)/Excused (E)
Tammy Sugrue, Chairperson	X	
Carol Jarczyk	X	
Michael Smolen	X	
Marisa Fallacaro-Dougherty		E
Kellie Kostek	X	
Matt Bauer		A
Lauren Masset, Recreation Supervisor - Ex Officio Commission Member	X	
Robert Breidenstein, Town Councilman - Town Board Liasion	X	
Brian Adams, Highway Superintendent, Ex Officio Commission Member	X	
Alissa Straus Finance Director, Ex Officio Commission Member	X	
Meichle Latham, Recording Secretary	X	

III. Approval of January 18, 2023 Meeting Minutes

Minor amendment- correction to identified “2nd” of motion to approve August and September minutes; Tammy Sugrue motioned to approve; “2nd” by Michael Smolen

IV. Reports

A. Recreation Director Report

- ✓ Spring registration is open; Detailed information is available on the website
 - Much of the registration for programming is full, but there are still some openings (via 1st come; 1st serve)
 - Tammy inquired about alternate registration process due to quick filling of programming and challenges for those interested, but not first to register
 - Lauren and Bob confirmed 1st come; 1st serve registration process and satisfaction with high demand for programming
 - Lauren and Bob remain open to considering alternate process if both space and staffing for expanded programming becomes available, assuming it can work within the parameters of the departments current registration software.
- ✓ Hiring for part-time positions, including aquatics

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V. Old Business

A. Playgrounds

- Veterans Park All-Inclusive Playground Community build
 - Lauren provided Tammy with information and process for event volunteers
 - Brian provided overview of progress/process, including related target dates
 - Target dates
 - Playground completion before June 2023 WS Comm. Days
 - “Community Build”- aiming to build the full day of June 3rd (1st Saturday of June) - rain or shine.
 - End March/Early April- June 1st: site and prep work
 - Progress/Process
 - Equipment’s been ordered and will soon be delivered
 - Brian and crew will manage all of the site and prep work, including dismantling and readying the equipment
 - Community to assist with installing the fixtures
 - Up to Rec Commission to get word out, plan/implement the community build and recruit volunteers for the community build
- Which playground to next attend to with the budgeted \$150,000: Sunshine, Fisher Rd., or Dorrance?
 - Tammy complimented Michael or providing a nice summary of each playground being considered
 - Commission discussed each playground, suggested order of attention, and related resources/design for each
 - Tammy made motion for playground order of attention (Sunshine then Fisher); Kellie “2nd”; No questions/concerns; All in favor
 - Tammy made motion for playgrounds to be uniquely designed (not look exactly alike), thus not requiring an equal split of allocated resources, thus ability to request room to shift dollar amount; Kellie “2nd”; No questions/concerns; All in favor
 - Bob noted suggestion that Rec Commission make proposal for playground percentage allocations with which he’ll communicate to the Board; Due to variable cost of equipment, Brian suggested not committing to specific percentages right now
 - Commission discussed timeline for playground completions
 - Veterans’ Park: Summer 2023
 - Sunshine Park: Fall 2023
 - Fisher Rd. Park: Spring 2024
 - Brian provided overview of experience with vendors and contracts
 - Parkitechs: new to West Seneca, but pleased thus far with their communication and willingness to work with us on pricing
 - Miracle: long history with WS- no complaints
 - Brian suggested that by next week, a decision be made on the concept of the Sunshine’s playground with target of a Fall 2023 install; Tammy noted

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conversation with Parkitechs- need to order by mid-March for a Sept 2023 target install

- Michael inquired about process for playground decisions in the past; Commission members shared past experiences/process
 - Tammy and Kellie expressed enjoyment with the working session to help plan the playground
 - Bob clarified that Rec Commission selects playgrounds and design and makes proposal for the Town Board; the Town Board finalizes the Vendor as selection is based on a variety of factors
 - Bob shared option that Rec Commission could alternatively focus on 1 playground and ask the Town to take lead (with Rec Commission input) on the others
 - Michael suggested 2 work sessions- 1 with each vendor aligned with playgrounds to be completed
 - **Next steps:** For efficiency and honor short timeline, **Tammy will** set up working sessions first with the Rec. Commission to establish the design, and *then* present to vendor for tweaking of the fine details
 - Bob reminded all about Commission member participation-
 - If a subcommittee of the Commission, can meet without requirement to post/advertise about working session(s)
 - If meets a Quorum, will need to post/advertise the working session(s)
 - Commission members volunteered for subcommittee working sessions as below
 - Sunshine Park: Tammy, Meichle, Kellie ? (date dependent)
 - Fisher Rd. park: Carol, Michael, Kellie ? (date dependent)- will engage Fisher Rd. neighborhood advocate (invite to working session), welcoming/considering input while remaining in budget
 - Bob reported that the Town submitted a request for federal funding for a full replacement of Fireman's Park Playground as an all-inclusive playground to Congressman Langworthy; Bob met with staff in DC to discuss the request. Bob noted understanding that funds are allocated for this playground due to both Congressman Langworthy's district and requests made by residents in that neighborhood. Pending word on approved funding or not.
 - Substrate- not discussed
- B. Pool fees (discussed following VI. B. Business Sponsorships)**
- Tammy inquired about status of staffing for pool
 - Bob and Lauren noted:
 - Pool Supervisor + Assistant Pool Supervisor- hired and active

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- Lifeguards- currently working with HR to finalize hiring process
- Rec Commission, with consideration of materials previously provided by Lauren and recent information (regarding other towns' pool fees) provided by participant representing the public, discussed at length various options for resident and non-resident use of the Town's pool, yielding proposal below:
 - Residents- must bring ID/proof of residency every time
 - Use of pool: no charge
 - Resident's accompanying guest (1) use of pool: no charge
 - Non-residents
 - Single/Day use: \$5
 - Season Pass: \$50
 - Carol motioned to approve proposal; Tammy "2nd"
- Bob noted that once aquatics staffing plan is established, will offer swim instruction
- Rec Commission honored public inquiry regarding/concerns raised
 - Female public participant expressed wonder about logistics for resident proof- every person in family need to show proof of residency?
 - **Response:** Just the adult/parent/caregiver of the children needs to show proof of residency
 - Female public participant expressed wonder about logistics for non-residents seeking use of pool- will passes be sold at the pool? Do they need to purchase at the Rec office? Can they be purchased via credit card? Via My Rec accounts?
 - **Response/Next steps:** Currently, cash only. ATM at Town Hall.

C. Commission Events

- Scavenger hunt
 - Tammy introduced/shared her vision of a community scavenger hunt as an annual event
 - Tammy shared research about "Eventzee", a Scavenger Hunt app - \$400 for 50 teams
 - Alissa confirmed that the Rec Commission does not have a budget
 - Alissa made suggestion about teaming with Chamber of Commerce and engaging local businesses/shops for donated prizes
 - Lauren noted possibility of charging by team to cover cost of Eventzee
 - Rec Commission discussed and open to idea
 - **Next steps: Tammy will** set up a subcommittee working session to propose a framework, timeline, and other details to review with Rec Commission
 - Subcommittee: Tammy, Michael, Kellie, and/or Meichle

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- Trivia night
 - Carol shared recent Trivia Night experience and introduced as consideration for a possible fundraiser for the Commission (could cover cost of Evenzee?)
 - Rec Commission discussed and open to idea
 - Michael shared idea for community's input into the trivia questions, selling refreshments or securing donations for refreshments
 - **Next steps: Carol will** research who has (VFW post)/is scheduled (Senior Center) to facilitate it, as well as set up subcommittee to propose a framework, timeline, and other details to review with Rec Commission
 - Subcommittee: Carol, Tammy, Michael
- Community Days Field games
 - Michael proposed Rec Commission lead activities during Community Days on the baseball field when not in use
 - Haybale tables
 - Family-friendly competitive games with prizes (tabgible/\$\$): capture the flag, musical chairs, timed events, a dance, gaga ball
 - Ensure inclusivity of activities for all
 - Rec Commission discussed and suggested that for safety reasons, activities as proposed be better suited beyond Community Days- e.g. Farmers Market (reach out to Joe Kirchmeyer) or team up with district/PTOs for August's "On the Way to K" event at the soccer field
 - Tammy noted liking the option of a cheaper or free option for something to do during Community Days
- Farmer's Market:
 - Rec Commission in agreement to participate in a week at the Farmer's Market- interest in May 25th; June 7th as alternative
 - Advertise events throughout the Summer and Fall
 - As timely, recruit for Community Build
 - **Next steps: Tammy will** request Rec Commission participation at the on May 25th; June 7th as alternative

D. Developer fees

- Rec Commission members exchanged understanding of details of task in making recommendation to Town Board/Supervisor; Differing understanding, so pause on proceeding
 - i. **Next steps: Lauren will** clarify with Supervisor Dickson at weekly meeting (3.16.23) and send clarity to the Rec Commission

VI. New Business

B. New Rec Programs

- ✓ Bob acknowledged ongoing conversations internally and externally about available programming- physical activities, arts, crafts, tech, etc.
- ✓ Researched potential programs- all of which had *not* been budgeted, so will need additional \$\$ from the Town- seeking Rec Commission recommendation/support

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- i. Drone Camp: 1 week; no charge to participants
 - 1. Entire tech program is provided for
 - 2. Level I: Grade 3-5 + Level II: Grade 6-8 [total: ~30 youth]
 - 3. Culminates with friendly competition with Town police
 - ii. Magic Rocks Camp (<https://goallevents.com/e/magic-rocks-magic-camp-E10000335361454137>): Mon. August 14th-Thurs. August 18th (10 am-3 pm)
 - 1. Ages 7-18: [total: ~30 youth]
 - 2. Interactive, all family participation- Includes magic kit
 - 3. Culminates with community-wide magic show
 - iii. Carol made motion for proposed programming; Kellie “2nd”; No questions/concerns; All in favor
- C. Business Sponsorships (discussed following VII- Commission Member Comments)
- ✓ Michael noted having had approached a local company about sponsorship for recreation commission initiatives, but felt ill-equipped in marketing without materials to provide the company
 - ✓ Michael shared idea of sponsorship for playground(s)?
 - ✓ Bob shared that there are similar sponsorship conversations currently taking place (i.e. hockey rink/soccer complex)
 - i. **Next steps: Bob will** include as topic for weekly meeting with Supervisor Dickson (3.16.23)

VII. Commission Member Comments

- A. Michael proposed creation of a dedicated toddler room to support toddler and parent socialization
- Suggested space at Community Center
 - Available 3 days/wk (9am-noon)
 - Rec Commission discussed, noted space and staffing limitations to support at this time
 - Meichle inquired about basis for recommendation- e.g. previous survey results reflect need/interest? Michael noted anecdotal conversations with neighborhood residents as basis for suggestion
 - Meichle recommended a related question be included in 2023 community-side survey circulation to inform further exploration
- B. Michael proposed board and or video game night to facilitate youth/adolescent/young adult socialization at Community Center
- Rec Commission discussed, noted openness to idea and collectively agreed to table for further discussion at the April 19th 6 pm work session (CCL Large Room) set for discussion about playground build prep.

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Public Comments

- A. Female public participant noted feeling that her comments presented during “Pool Fees” (V. B.) discussion were adequately addressed

Meeting adjournment: Adjourned at 8:37 pm- Carol Jarczyk Motioned; “2nd” by Michael Smolen