

WEST SENECA TOWN OFFICES
1250 Union Road
West Seneca, NY 14224

TOWN BOARD PROCEEDINGS
Work Session
October 28, 2013

Supervisor Meegan called the work session to order at 3:00 P.M. with the Pledge of Allegiance to the Flag led by Highway Supt. Matthew English.

ROLL CALL: Present - Sheila M. Meegan Supervisor
Eugene P. Hart Councilman
John F. Rusinski Councilman
Shawn P. Martin Town Attorney
Jacqueline A. Felser Town Clerk
Matthew D. English Highway Supt.
Town Engineer Richard Henry
Daniel Denz Police Chief
John Gullo Code Enforcement Officer
Laura Landers Finance Director
Mary Josefiak Senior Recreation Therapist of Senior Services
Craig Kroll Recreation Director

Supervisor Meegan read the Fire Prevention Code instructing the public where to exit in case of a fire or an emergency.

RECREATION DIRECTOR CRAIG KROLL

- Power point presentation on Summer Day Camp proposed for summer 2014 (see attached); board members commented on required training for employees, future elimination of satellite playgrounds, demand for program and selection of participants by first come/first served or lottery, resident/non-resident fees, insurance costs; Highway Sup't. Matthew English noted the Buildings & Grounds Department starts preparing the ice at the rink the first week of August which could have an effect on use of that facility for the summer camp

SENIOR RECREATION THERAPIST OF SENIOR SERVICES MARY JOSEFIK

- Veterans Day celebration on November 8th

HIGHWAY SUP'T. MATTHEW ENGLISH

- Started zone system for leaf pickup today – Zone 1 is Winchester area off Harlem Road

CHIEF DENZ

- Requested executive session for employee matter

TOWN ENGINEER RICHARD HENRY

- Toured town facilities with Erie County Department of Environment & Planning and reviewed sanitary sewer construction progress

CODE ENFORCEMENT OFFICER JOHN GULLO

- Meeting for residents with concerns on Camelot Square Phase III development on Wednesday, October 30th at 6 P.M. at Senior Citizens Center; Councilman Rusinski commented that this is a contentious issue and requested police presence at the meeting; Town Attorney Shawn Martin stated a FOIL request was received for documents concerning the Camelot Square subdivision and the Code Enforcement Office is in the process of fulfilling that request

SUPERVISOR MEEGAN

- Received \$497,000 in mortgage tax returned from Erie County, up from last year's figure of \$321,000
- Received letter from Governor Cuomo regarding closing of Children's Psychiatric Center
- Will be piggy backing on Williamsville bid for pre-fab concrete structure for Burchfield restrooms

EXECUTIVE SESSION

Motion by Supervisor Meegan, seconded by Councilman Rusinski, to recess to Executive Session at 3:45 P.M. to discuss a personnel matter.

Ayes: All

Noes: None

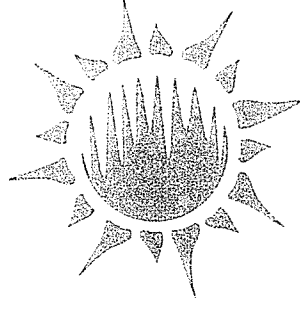
Motion Carried

The board members returned from Executive Session at 3:55 P.M.

The work session concluded at 3:55 P.M.

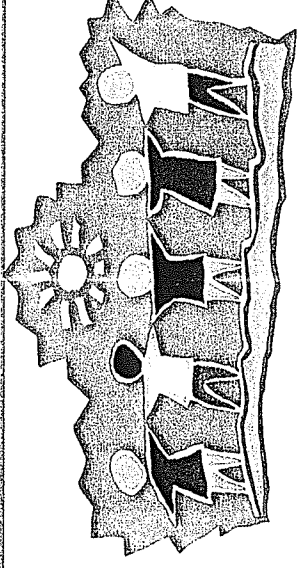

JACQUELINE A FELSER, TOWN CLERK

Town of West Seneca Summer Day Camp



By: Craig D. Kroll
Recreation Director

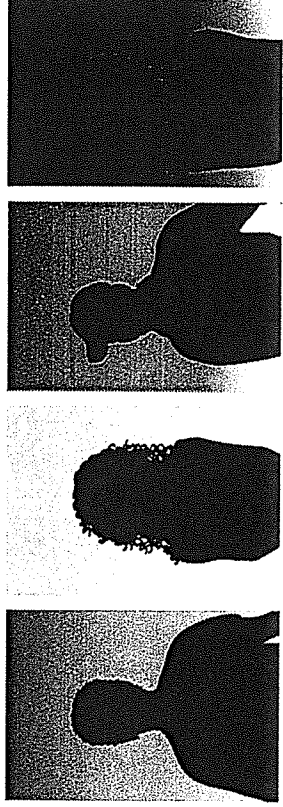
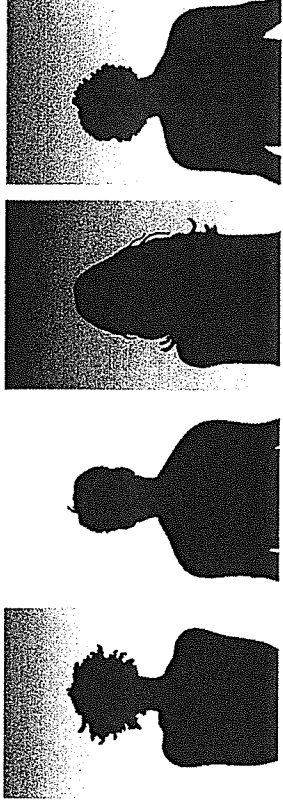
Philosophy



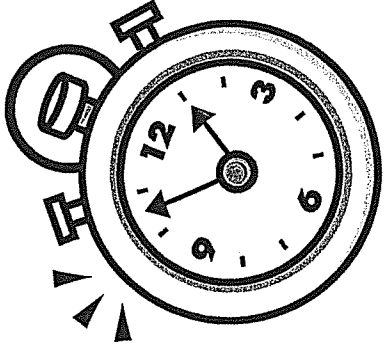
- Summer camp should be a fun, inviting and memorable experience for all youth
- An opportunity for young minds to explore their imaginations
 - Discover physical fitness
 - Expand their knowledge
- Develop a sense of adventure through the camp's diverse activities
- Have an opportunity to participate in group games as well as independent activities
- Encourage all participants to respect the decisions and needs of others
- Provide an opportunity for youth to grow and learn in a safe and structured environment

Camp Staff

- Camp Director
 - Craig D. Kröll
- Camp Program Director
 - Michael Talluto
- Camp Program Coordinator
 - TBD
- Camp Leaders
 - At least 18 years of age with future in child care
- Junior Camp Leaders
 - At least 16 years of age



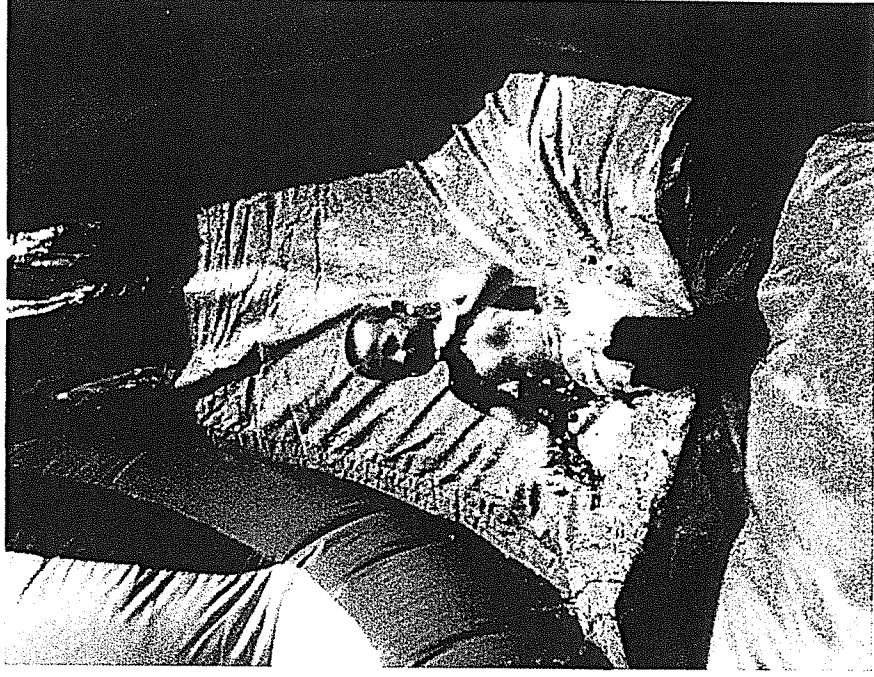
When is Camp?



- Camp will begin on June 30, 2014
 - Camp will be from 9:00 AM – 4:00 PM
- Pre camp supervision
 - 8:00 AM – 9:00 AM
- Post camp supervision
 - 4:00 PM – 5:30 PM
 - \$10.00 Fee for both
- Camp will end August 15, 2014

Campers

- Every camper will receive a tee-shirt
- Each week we will recognize a camper of the week
- First year of Camp
- Boys and Girls
 - Grades 3-8
- Explorers
 - Boys and Girls grades 3-5
- Adventurers
 - Boys and Girls grades 6-8

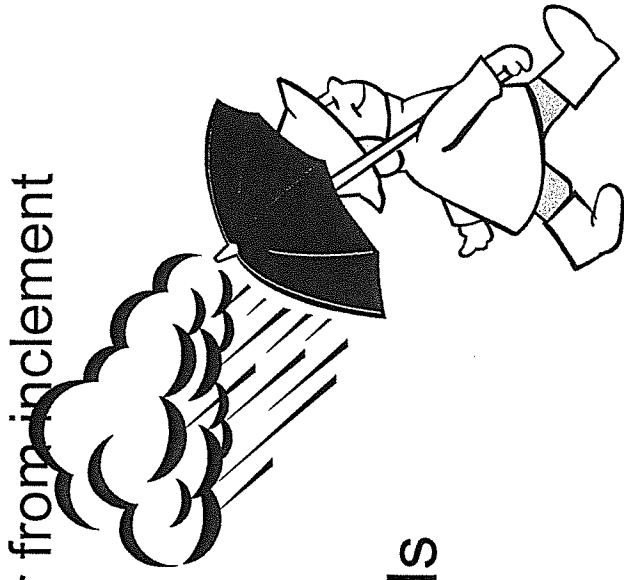


Participation

- Camp limited to 96 campers for first year
 - There will be 8 camp squads
 - Each camp group will be limited to 12 campers
- Each group will have one camp leader and one junior camp leader
- Each group will rotate throughout Veteran's Park based on a schedule
- A different theme for each week of week

Program Site

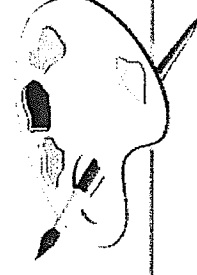
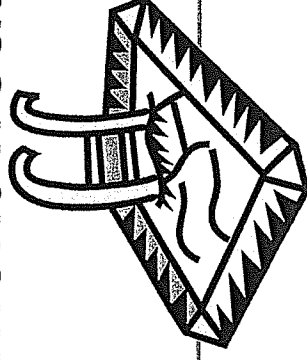
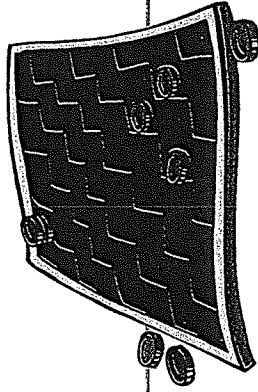
- Veterans' Park
- Ice Rink
 - Central Building
 - Adequate space to have break out areas
 - Lunch, Sports, activities, movies, shelter from inclement weather
- Pool
- Kiwanis Center
- Library
- Basketball court & baseball diamonds
- Shelter & open field space
- Burchfield



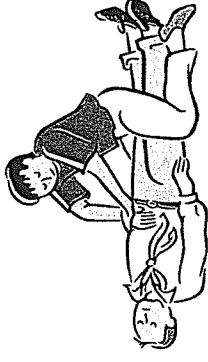
Program Days



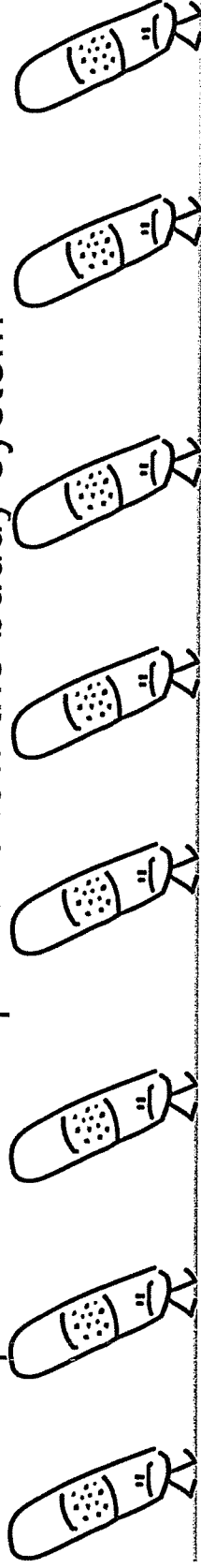
- Age appropriate activities for each age group
- There will be a rotation throughout the day
- Each group will visit various activity destinations during the day
- There will be 2 field trips each week
- Plenty of opportunities for physical play
- Back up plans for inclement weather



Camper Safety

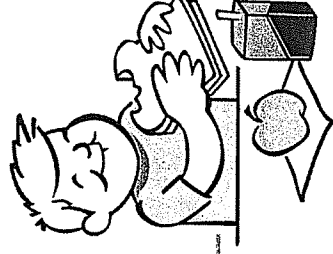
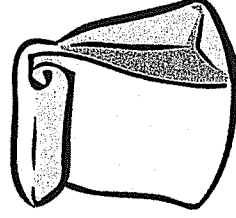
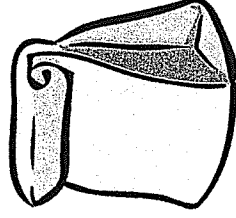
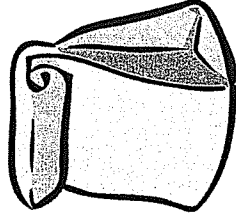
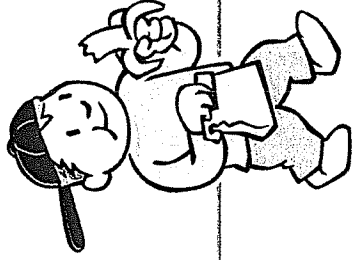


- Campers and their parents will check in when they arrive and check out when they depart
- Buildings and grounds will be checked daily for safety
- All staff with be CPR certified and several staff will be required to have first aid training
- Medical releases will be obtained to allow for medical treatment of all campers
- Medical forms and releases will be on file and taken on field trips as well
- Clear rules will be established for camper/staff conduct
- Campers will be required follow the buddy system



Lunch

- Every camper will be required to bring their own lunch and snack and beverage
- Campers will be advised to bring their lunch in a chilled bag
- Campers who forget their lunch will be provided a sandwich, snack and beverage for a fee
- It will be recommended that the camp have a NO PEANUT POLICY

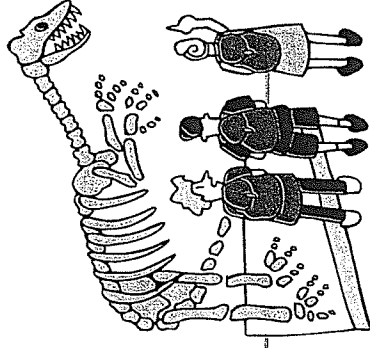


Field Trips



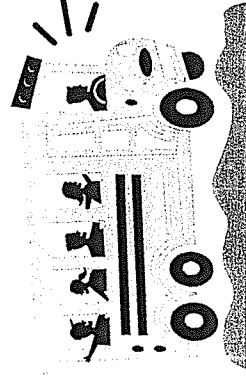
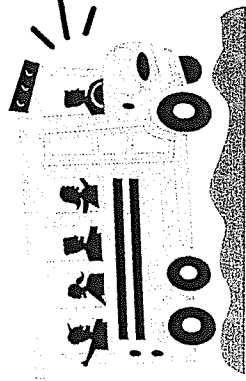
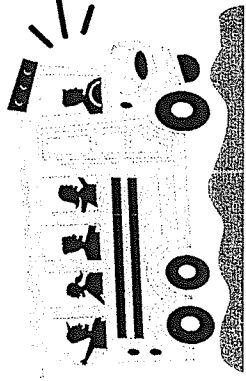
- There will be 2 age appropriate field trips per week
- Campers will be transported by School District buses with camp leaders present
 - There will be no fee for bus transportation
- Cost of field trip will be included in weekly camp fee

■ **Field trips will attract participation**



Transportation

- Camp will use the West Seneca school district buses
 - Field trips
 - Possible pick up and drop off from various playgrounds
 - Junior camp leaders will supervise campers on the bus while in transport



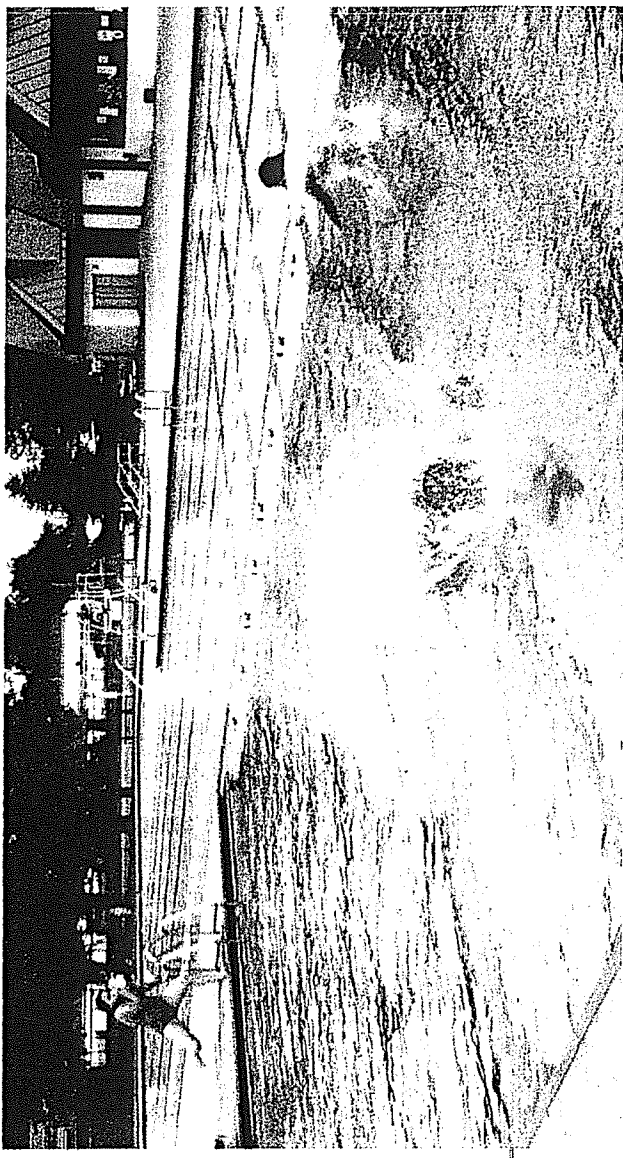
Ice Rink

- The use of the Ice Rink is imperative to the camp's success
 - Lunch
 - Shelter from inclement weather
 - Sports and break out space
 - Medical attention room
- Increase ventilation
 - Purchase commercial fans
 - Keep doors open for circulation

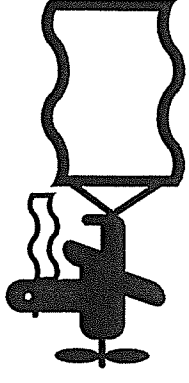


Pool

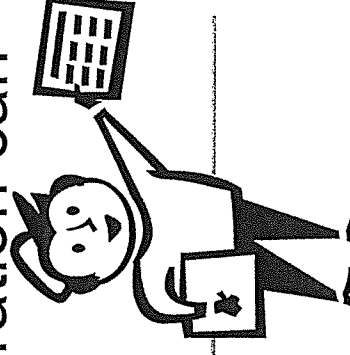
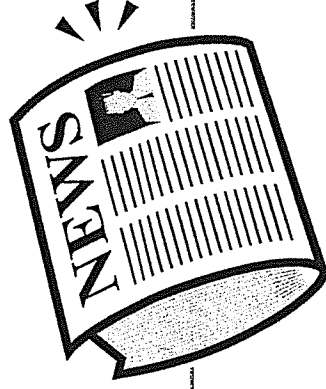
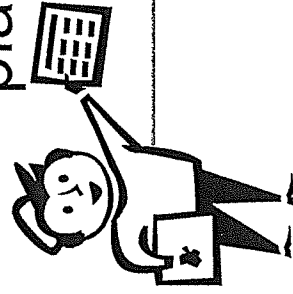
- Campers will use the pool twice per week
- Campers will have to take a swim test before entering the pool
- Swim instruction will be available to those who request it
- Buddy system will be followed



Recruiting Campers



- Recruit early and aggressively
 - There's competition out there!
- Distribute fliers to schools, churches, neighborhood groups and local businesses
- Advertise on website, town sign & facebook
- Follow up personally with families whom are familiar with Recreation Department
- Encourage youth to recruit their friends, neighbors and classmates
- Promote early registration so that administration can plan accordingly



Local Camp Fees

- Hamburg
 - Nike Base
 - \$130 / Week
- Woodlawn
 - \$170 / Week
- East Aurora
 - \$100 / Week
- Orchard Park
 - \$165 / Week
- Lancaster
 - \$130 / Week

Staff Expenditures

- Camp Staff
 - 30 Employees
- Counselors
 - \$9.00 per hour
- Junior Camp Counselors
 - \$8.00 per hour
- Total Cost for Summer Employees
 - \$81,600



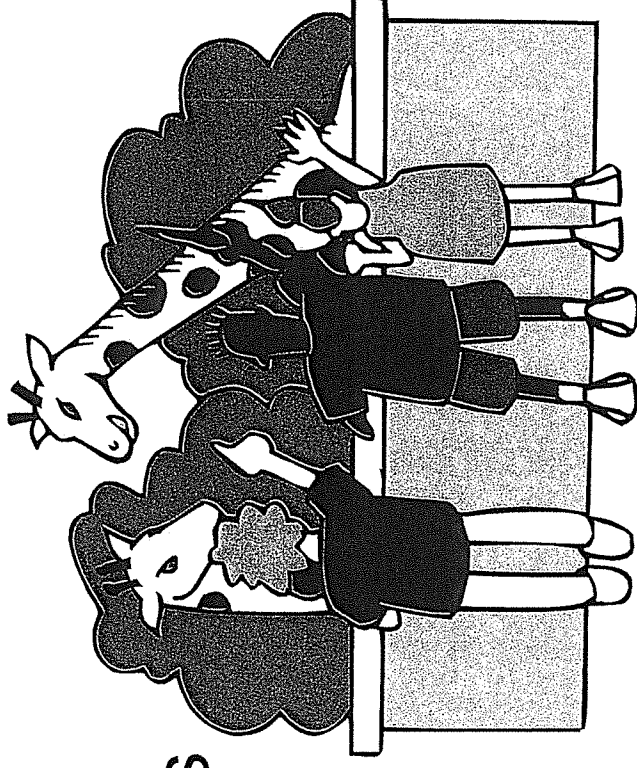
Staff Hours



- Camp Staff
 - Will need to be full time seasonal
 - Pre camp supervision
 - Post camp supervision
- Pay Rate
 - Increase in pay from past years
 - Increased responsibility
 - Attract more qualified personnel

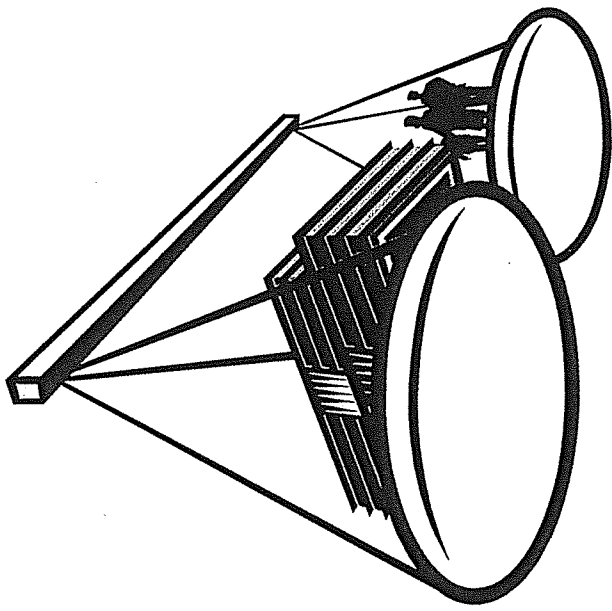
Field Trip Expenditures

- Weekly Field Trips
 - \$20 / Week
- 96 Campers / Week
 - \$1,920 / Week
- Summer Total Cost of Trips
 - \$15, 360



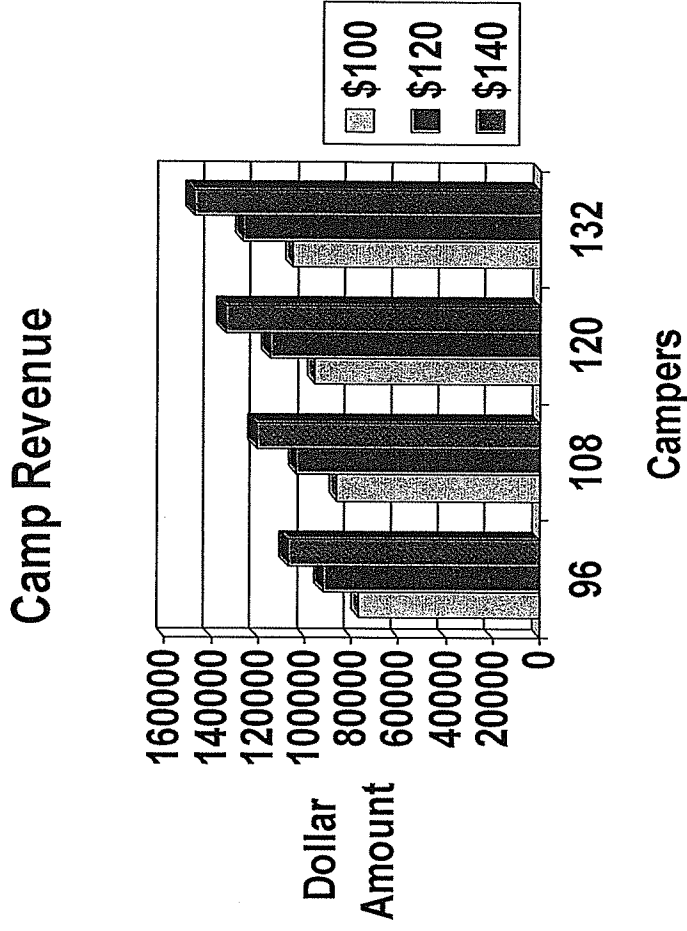
Total Camp Cost

- Staff Expenditures
 - \$81,600
- Field Trip Costs
 - \$15,360
- Tee Shirts
 - \$3,840
- Total Cost
 - \$100,800
- Cost Per Camper
 - \$131.25



Finances

- 96 Campers per week
 - Minimum fee of \$100 per week
 - Total- \$9600.00/Week
- 8 weeks of camp
 - Total- \$76,800
- Additional \$10.00 for pre and post camp supervision



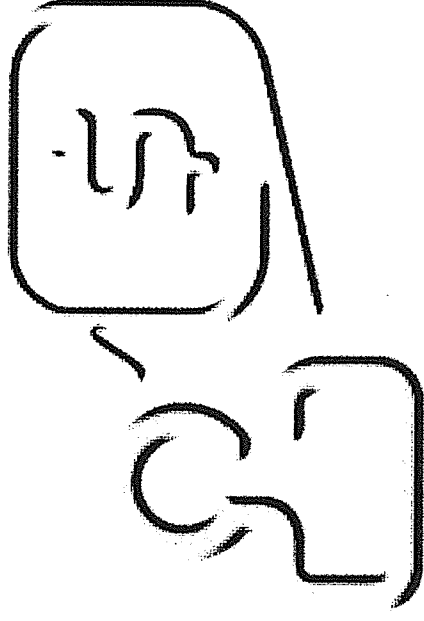
Current Playground Program

- Staff Expenditures
 - \$80,000
- Craft Expenditures
 - \$5,000
- Revenue
 - Sports Camps & Crafts
 - \$6,500
- Total
 - -\$78,500
- Youth Served
 - 360 Children



Proposed Camp Budget

- Camp Cost
 - \$100,800
- Revenue
 - \$76,800
- Total
 - -\$24,000
- Youth Served
 - 768 Children



Questions?

■ Thoughts & Concerns

