

**West Seneca Youth and Recreation Commission Meeting**  
**West Seneca Senior Center, West Seneca, NY 14224**  
**January 18, 2023**

I. **Call to Order**- Carol Jarczyk called the meeting to order at 6:00 pm

II. **Roll Call**- Commission members present

- Robert Breidenstein
- Lauren Masset
- Carol Jarczyk
- Michael Smolen
- Marisa Fallacaro-Dougherty
- Kellie Kostek
- Matt Bauer
- Tammy Sugrue
- Meichle Latham

III. **2023 Chair and Secretary nominations**

- Tammy Sugrue accepted nomination as Chair
- Meichle Latham accepted nomination as Recording Secretary

IV. **Approval of Aug. 17 & Sept. 21 Meeting Minutes**- Matt Bauer Motioned; “2<sup>nd</sup>” by Carol Jarczyk (Amended 3.15.23)

V. **Reports**

A. **Annual report**: Tammy requested clarity about Recreation Department’s ability to assist with activities initiated by Recreation Commission- Lauren explained that the Recreation Department can assist as capacity, budget, available staffing levels allow; Lauren Masset to submit Annual report to Town Board

VI. **Old Business**

A. **Survey**- recommendation to expand administration of survey beyond the Farmers Market and National Night Out to foster increased community contribution, Lauren will distribute the 2022 survey to Commission members for review and suggested edits for recirculation. Committee members need to compile responses from the 2022 survey into a report or document.

B. **Events**

- ✓ Community Build of playground @ Veterans’ Park
  - Kellie and Carol offered to organize a Playground Committee to plan a community build

- Kellie will reach out to Brian (Parkitect) to confirm expected delivery (expected arrival: late May 2023)
- Once date is confirmed, will advertise to welcome any and all community members with interest to help
- Each commission member to identify an entity to reach out to for contribution
  - Food- Market in the Square?
  - Physical help- Sports Boosters? Marisa offered to help
  - Service Clubs (Lions, Women’s Club, Kiwanis)
- ✓ Dec 2022- Tree Lighting: General feedback suggests a successful event!

**C. Next Playgrounds (Sunshine; Fisher; Dorrance- with a budget of ~\$150,000/park)**

- Tammy will reach out to Brian (Parkitect) to consult about next playgrounds, including specs/estimate
- Per Bob’s suggestion, will establish a work session with specific focus on playgrounds- include Brian and Alissa (Finance); target Feb/March to meet

**D. Recreation Programs**

- ✓ Lauren reported that with new hire, Heather, full-time rec employee, kicked off a few programs/activities
  - Volunteer program restarted (replace Y.E.S. program)- 1 youth thus far; Tammy suggested marketing benefits of the program/value-add of volunteer activity; Lauren will share with Heather
  - Half-court basketball club
  - Preschool crafternoon
  - STEM program
  - Dodgeball
  - Youth open gym
  - Valentine’s Day coloring contest
  - Discussed summer program plans, which will be released soon.

**E. Pool**

- a. Membership/entrance fees:
  - \* Commission to make recommendation to Town Board
  - \* Lauren will email comparison chart reflecting approach of other towns
  - \* Commission members exchanged ideas about how to approach resident, non-resident and guest utilization of the pool, including “no charge”, non-adjustable/non-refundable user fees, passes (weekly, monthly, seasonal), and “closure tickets” for unexpected closures, and need for “residency” proof based
  - \* Lauren will email 2019 season info. to the commission members
  - \* Carol will email details of proposed pool user fees for input from Commission members

\* Tammy requested clarity about recommendation for lifeguard staffing- why 49? Lauren and Bob clarified 49 as # needed for max use of pool, while reassuring that the pool may open at a bare minimum of 7 +1 lifeguards to provide for adequate safety provisions

\* Tammy asked how many people completed the lifeguard training; Bob noted “some”

## VII. New Business

### A. Recreation fee for new builds

- Lauren will forward Supervisor Dickson’s email to Commission members; Town is seeking recommendation from Rec Commission
  1. Should the residential new build fees be increased?
  2. What should be done with the balance of funds (~\$30,000)?; No specific date by which funds need to be used.

### B. 5<sup>th</sup> grade dance- Town-sponsored 5<sup>th</sup> grade dance?

- Recommendation made and Commission supports- a collaborative effort- PTA, school, Town and SRO’s to sponsor a Dare Dance for 5<sup>th</sup> graders
  - Bob offered to speak to Chief for preferred SRO contact
- Discussed various arenas to consider for location
- Pending work sessions to plan for 2023-2024 school year

### C. Recreation Commission Meetings 2023 Schedule

- Will hold regular meetings in March, June, and Nov (end of year meeting); Work sessions (as single agenda item focus meetings) in between; Lauren will send updated schedule of dates and locations- *inserted here*

\*January 18 at 6:00 pm (Regular Meeting) (Senior Center)

- Tentative/proposed agenda- Re-organization (selection of Chair, Secretary, set meeting dates for year), Rec Director report, playground updates Phase II selection of sites, pool update, public comment, Commission member reports/comments. Note: 2023 Meeting scheduled decided.

\* February 15 at 6:00 pm (Work Session) (Senior Center)

- Pool/Playground

\*March 15 at 6:00 pm (Regular Meeting) (CCL Large Room)

- Tentative/proposed agenda- re-confirm meeting dates for year, Rec Director report, playground Phase II selection updates, Summer Programming (Lauren M) Rec Program Updates (pool, summer programs, etc.), public comment, Commission member reports/comments

\*April 19 at 6:00 pm (Work Session) (CCL Large Room)

- Prep for playground build.

\*May – NO meeting; Possible playground build event.

\*June 21 at 6:00 pm (Regular Meeting) (CCL Large Room)

- Tentative/proposed agenda- re-confirm meeting dates for year, Rec Director report, Playground Phase II selection determination/design, Rec Program Updates, public comment, Commission member reports/comments

\*July – No meeting.

\* August – No meeting but members to attend National Night Out & WSCSD on your way to K!

\*September 20 at 6:00 PM (Work Session) (CCL Large Room)

- Events Halloween/Dance

\*October – No meeting but members to attend

- Assist with Town Halloween Event

\*November 15 at 6:00 pm (Regular Meeting) (CCL Large Room)

- Tentative/proposed agenda- Rec Director report, Budget needs, Playground build for 2023 final decision for Phase II public comment, Commission member reports/comments. Complete and submit annual report. **Final meeting of the year.**

*Note:* Work sessions are also open to the public

**D. Commission goals for which schedule's constructed**

- February: Pool work session
- February (contingent on specs from Brian) /April: Playground community build; Target late May/early June for build
- August: “on the way to K”
- September/October: Fall events to build community
  - DARE Dance
  - Halloween event

**Meeting adjournment:** Adjourned at 7:31 pm Carol Jarczyk Motioned; “2<sup>nd</sup>” by Matt Bauer