

**West Seneca Youth and Recreation Commission Meeting @ 6:00 pm**  
**West Seneca Community Center, West Seneca, NY 14224**  
**November 15, 2023**  
**Minutes**

**I. Call to Order/Roll Call**

Tammy called the meeting to order at 6:03 pm

**II. Roll Call (via sign-in sheet)**

Commission member	Present	Absent (A)/Excused (E)
Tammy Sugrue, Chairperson	<b>X</b>	
Carol Jarczyk	<b>X</b>	
Michael Smolen	<b>X</b>	
Marisa Fallacaro-Dougherty		<b>E</b>
Kellie Kostek	<b>X</b>	
Matt Bauer	<b>X</b>	
Lauren Masset, Recreation Supervisor - Ex Officio Commission Member		<b>E</b>
Robert Breidenstein, Town Councilman - Town Board Liaison	<b>X</b>	
Brian Adams, Highway Superintendent, Ex Officio Commission Member	<b>X</b>	
Terence Nolan, TWS Recreation Pool Supervisor	<b>X</b>	
Meichle Latham, Recording Secretary	<b>X</b>	

- Also present: 5 members of the public, including 2 students

**III. Approval of October 18<sup>th</sup>, 2023 Meeting Minutes**

Michael request edit be made (see member comments); Carol motioned to approve with amended statement; “2<sup>nd</sup>” by Tammy; all in favor; none opposed

**IV. Continued Business**

**A. Playgrounds Initiative- Phase II**

- 2024 Playground Upgrades/Designs (via 2023 funds):
  - ✓ Sunshine: All equipment’s been ordered; awaiting final site plan; Target April 2024 Build
  - ✓ Fisher: Once finalize design (with neighborhood input), including what equipment can stay, will present to Town Board; Target May 2024 Build
- Brian also noted value of flexibility of order of playground attention as grant opportunities, etc. often present means beyond Town budget to improve them
- 2025 Playground Upgrades/Designs: Dorrance & Fireman’s Park (Miracle is vendor) Brian suggested a more streamlined approach to 2025 playgrounds and beyond, allowing for both better alignment with timelines and steady progression: Commission members all in agreement with approach.
- Brian will lead and work with vendor to develop (integrating Commission input) initial designs within budget and review with Commission
- Rec Commission will invite respective neighborhood to vote from two options
- Target end of 2024 to order equipment
- Rec Commission will take lead on engaging community for Community Build

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Bob suggested June 2024 target for 2025 playgrounds design options; Invite respective neighborhoods to attend that month's Rec Commission meeting to vote/give input  
**Next steps: Commission members to send general playground preferences (shade, benches, equipment, etc.) to Tammy; Tammy will compile and forward to Brian**

**B. Baseball field(s)- WSYBA (baseball) group**

Brian and Bob provided Commission with additional information, history, and clarity for Commission members to decide on any kind of recommendation. After exchange of thoughts, questions, consideration of resident voice, and possibilities, and recognizing economic value (additional grants; visitors to WS) of investing in fields, Kellie motioned to **recommend that the Town plan for restoration investments to reburish 2 of the baseball diamonds- Centennial Field being one of them- by end of FY 2025**; Meichle "2<sup>nd</sup>"; all in favor; none opposed.

Michael noted desire to gain greater clarity of concern and request reflected in WSYBA's October 9<sup>th</sup> email (picture and comments) and perhaps to a site visit to see what's needed; Also noted value of upcoming comprehensive planning meeting with CPL (grant-funded) regarding long-term planning for strategic investments in parks/facilities

**Next steps: Tammy will make formal recommendation via email to Bob and Brian for presentation to Town. Bob will submit as an upcoming Town Board meeting agenda.**

**C. Volleyball court recommendations**

Brian and Bob provided Commission with additional information, history, and clarity for Commission members to decide on any kind of recommendation, including how many courts and where. Commission members discussed a sand court at Veterans Park and suggested a few parks (Dorrance, Harlem Rd, or Switzer) for a 2<sup>nd</sup> court. Brian suggested piloting one court at Veterans Park in 2024, see how it goes, and consider adding in future. Considering the pending comprehensive planning meeting, decided against a focus on an indoor court at this time; will recommend in discussion with CPL.

After exchange of thoughts, questions, consideration of resident voice, and possibilities, Kellie motioned to **recommend that Developer funds (not to exceed \$20,000) be used to build a sand volleyball court at Veterans Park for use in Summer 2024**; Carol "2<sup>nd</sup>"; all in favor; none opposed.

Bob reached out to Supervisor Dickson during the meeting and reported that Supervisor Dickson is 100% supportive of use of Developer funds as recommended

**Next steps: Tammy will make formal recommendation via email to Bob and Brian for presentation to Town. Bob will submit as an upcoming Town Board meeting agenda.**

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***D. Pool fees recommendations***

Bob and Terence provided information about 2023 season pool usage, broken out by residents, non-residents, guests, including season passes; Terence offered additional information regarding processes/procedures, and clear and simple fee structure for improved consistency. Bob reminded Commission that swim lessons will also generate fees.

Commission, with consideration for information provided and resident voice, exchanged thoughts and possible structure, arriving at the proposed fee structure:

Tammy motioned to **recommend pool fees as follows**; Kellie “2<sup>nd</sup>”; all in favor; none opposed.

- ✓ Residents- No charge
- ✓ Guest of Resident- no charge (1 guest/resident)
- ✓ Children 2 and under: No charge
- ✓ Non-residents: \$5/person

**Next steps: Bob will share Commission’s pool fees recommendation with the Town**

Tammy voiced request for resident tags to prove residency and reiterated importance of on-line payment process; Bob noted that he’s pursuing this

Terence reported on status of Summer 2024 pool activity, swim instruction & lifeguards, as well as general improvements

- Recruiting Water Safety Instructors is top priority- 2 WSI-certified committed to teaching; 2 others interested
- 98% of lifeguards plan to return for Summer 2024 season
- Open swim hours will be reduced with introduction of Senior Swim, Lap Swim, and swim lessons.
- Improving sign-in process to allow for efficient data retrieval/reporting

***E. Community engagement survey***

- Continued dissemination, tracking & reporting
- Bob confirmed presentation at 12.18.23 Town Board mtg

***F. Rec Dept-sponsored dance***

- Commission exchanged experiences with historical dances/teen events, thoughts, questions, consideration of middle schoolers, and possibilities.
- Commission arrived at following recommended elements for Rec Department to sponsor the first of 2-3 dances in 2024 (Commission willing to help out):
  - i. 6<sup>th</sup>-8<sup>th</sup> grade
  - ii. Community Center gym- max of 90
  - iii. Late Jan/early Feb (Superbowl theme?)

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- iv. Dance, music, food, other teen-suggested activities (perhaps engage Student Governments for suggestions?)
  - 1. DJ in the gym; Big meeting room for other activities
  - 2. Refreshments in the hall
- v. Bob will follow-up with Lauren and the Rec Department

**G. Commission-led Activities/Events**

- o Movie Night
  - Carol reported having had tried to connect with others; no info. yet
  - Next steps: Carol will connect with Emily @ library and may attend 12.18.23 library-sponsored movie night**
- o Trivia Night
  - Tammy researched location availability
    - i. Community Center gym (90 max): 2.23.24 6:00-8:30 pm
    - ii. Senior Center: M-Th 4-9 pm; Sat 9-12 pm (through May 18<sup>th</sup>)
  - Commission exchanged ideas for Trivia night
    - i. Use gym's projector and screen
    - ii. Attendees can bring own food & non-alcoholic beverages
    - iii. Limited # of people/team
    - iv. \$5 admission fee/team (use for prizes)
  - Tammy motioned to hold Trivia night on 2.23.24 at Community Center gym; Kellie "2<sup>nd</sup>"; all in favor; none opposed.
  - Discussed benefit of on-line registration payments for events like this
  - Terence noted functionality of MyRec system for on-line payments
  - Kelly noted importance of on-line compliance with payment card industry standards
  - Next steps: Tammy will reserve gym & lead a subcommittee for planning; Kellie will assist.**

**V. Public Comments (3 min. time limit/person)**

Courtney Fallon

- o Requesting Commission to urge Board to act quickly to approve (at Nov 20<sup>th</sup> Board meeting) a \$100 bonus for lifeguards for swim instruction and assist with water safety certification fees
- o Expressing concerns about WS rec-sponsored programming compared to other towns- number of programs, availability of programs (suggesting waitlist), registration process (suggesting greater access to registration and expanded registration window), start/end time of programs, and quality of programs.
- o Offered personal knowledge of middle school dances in past, awareness of dances sponsored in other towns, and suggesting outreach to Hamburg Rec Dept for ideas
- o Thanked the Commission for keeping residents pool participation at no fee

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**VI. New Business**

**A. Rec Director report**

Bob provided updates

- ✓ A lot of rec programming activity in the gym- great to see
- ✓ Course offerings will be finalized shortly
- ✓ Doing well with swim instructor recruitment
- ✓ Planning swim lessons now
- ✓ Finalizing swim instruction fees

Terence provided pool-related updates

- ✓ Lifeguards- a lot are returning & their friends are wanting to apply
- ✓ Rec Programming- observing a lot of rec activity- current and planning

Tammy inquired about registration process improvements- eliminate “1<sup>st</sup> come, 1<sup>st</sup> serve”, as well as improved ease and simplicity with facility rentals

Bob confirmed- Town is currently exploring improved process, as well as standardizing cashless payments option

**B. Commission-led Activities/Events**

**a. Community-wide Christmas light contest**

Tammy introduced idea of a centralized listing of addresses displaying Christmas lights so residents can travel to see

Decided best to not advertise as a contest, but provide listing or map of addresses displaying holiday lights/decorations

**Next steps: Tammy will explore Google Forms, possible mapping, and steps for community invitation**

**b. 2024 Community Walks**

Meichle shared conversation last month- Tammy, Meichle, and Joe, Chamber of Commerce about idea of monthly “A Walk in the Park” walks at various parks with walking paths/trails- free, physical activity and social connection, raise awareness about parks, bring people together, etc.

Each month (April-Oct), host at a different park, sponsored by 7 different Town’s service orgs with a theme and activity (e.g. Chamber possible bring in SPCA on the day they sponsor the Walk)

**Next steps: Meichle will take lead to begin planning discussions in Jan 2024**

**C. Annual report content & timeline**

Commission members supportive of drafted annual report; pending updates to sections

**D. 2024 Meeting dates & locations**

Commission agreed to meet more frequently, keeping schedule of the 3<sup>rd</sup> Wednesday of each month (except August and December)

Bob arranged room reservations for 2024 meetings

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**E. 2024 Chairperson & Recording Secretary nominations**

Discussed status of current members. Bob noted related discussion at Town level; Likely that reappointments (3 year terms) will be made at January 2024 Board meeting  
Given various term ends and potential member changes, will discuss at January meeting  
Preliminary discussion: Tammy to remain as Chair; Recording Secretary role to be filled  
**Next steps: Bob will further discuss Commission member terms with Amelia and get back to members.**

**VII. Commission Member Comments**

- A. Carol suggested 2024 meetings include greater awareness about activities of other service organizations- perhaps invite to Rec Commission meeting?
- B. Kellie noted feeling glad to be part of the Rec Commission and is excited about all that's happening in the Rec Department- things are improving! Terence and Heather's leadership is impressive. Nice to have Terence with us tonight.
- C. Tammy introduced idea of an outdoor skating rink; Bob shared that there had been some initial exploration happening
- D. Bob will introduce a portable skate park idea @ Fireman's basketball courts at CPL mtg

**Meeting adjournment:** Carol motioned to adjourn at 8:24 pm; Tammy "2<sup>nd</sup>"; all in favor; none opposed

**Next meeting: January 17, 2024 at 6:00 pm (Regular Meeting)- Large room at CCL**

Tentative/proposed agenda

- ✓ 2024 Chairperson and Recording Secretary nominations
- ✓ Rec Director report, including updates with dance and pool
- ✓ 2024 & 2025 Playground Upgrades/Designs; 2024 Community Builds planning
- ✓ Volleyball court build update
- ✓ Commission-led 2024 Activities/Events
  - Movie Night
  - Trivia Night
  - "A Walk in the Park" Community Walks
- ✓ 2023 Annual report
- ✓ Follow-up from 12.4.23 Board meeting presentation
- ✓ Community Service Organization awareness
- ✓ Confirm 2024 Meetings in Large Room @ CCL (none in August or December)
  - 2.21.24
  - 3.20.24
  - 4.17.24
  - 5.15.24
  - 6.19.24
  - 7.17.24
  - 9.18.24
  - 10.16.24
  - 11.20.24- Final meeting of 2024