

Town of Wheatland New York Recreation Commission Meeting Minutes

January 16, 2020

A. Meeting Call to Order

Recreation Commission Meeting was held January 16, 2020 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Edd Kuhn
Jenny Smith
Cheryl Marginean
Scott Birnie
Lisa Bates, Recording Secretary
Shanna Fraser, Recreation Coordinator
Mark Turner, Recreation Commission Chairperson

ABSENT:

Shelly Gorino
Edd Kuhn

Mark Turner called the meeting to order at 7:05 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the November meeting with no changes suggested. Cheryl Marginean made a motion to approve the minutes from the November 21, 2019 meeting, and Scott Birnie seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSES

- \$130.27 – Michaels – Parade of Lights
- \$15.60 – Dollar General – Holiday Program
- \$29.54 – JoAnn – WACC
- \$20.75 – Shanna Fraser – Recreation
- \$23.50 – Dollar General – Parade of Lights
- \$843.50 – Wheatland Chili CSD – Summer Camp – Field Trip Miles
- \$45.00 – Dollar Tree – Candy Bar BINGO
- \$90.00 – Snapology of Pittsford – Program Fee
- \$26.81 – Shanna Fraser – Misc Recreation Supplies
- \$240.00 – Katherine Merritt – Yoga Instructor
- \$150.00 – Cheryl Belcher – Zumba Instructor
- \$480.00 – Lourdes Roa – Yoga Instructor
- \$7.00 – Dollar Tree – Office Supplies
- \$11.00 – Dollar Tree – WACC
- \$41.07 – Amazon – Indoor Soccer
- \$6.25 – Amazon – Indoor Soccer
- \$300.00 – Helen Bilak – Aerobic Instructor

2. PROGRAM UPDATE

- **Winter Programs** - Shanna reported that the current winter programs are running well. 15 kids for Pokemania, Creative Club still going strong. Swipe Art has 14 participants. Shanna is currently looking for someone to handle the sign in for Open Indoor Walking held Monday and Wednesday evenings.
- **Sweetheart Dance** – The Sweetheart Dance will be held on Valentine's Day this year.
- **Summer Camp** – Shanna and Mark revisited the cost of Summer Camp for 2020. Proposing to increase camp by 10% over last year. Proposed cost would be \$230. Need to realize \$3,600 to cover additional costs. Looking at the following opportunities to help offset the costs:
 - Field Trips - \$500
 - Advertising cost reduction - \$500
 - WCCSD offset for Bus/Supplies - \$1,000
 - 5K Race net share - \$1,000
 - New WACC program net - \$1,000
 - Other new program net- \$500

- **Summer camp continued**

Before Care for camp is proposed at \$125.00, After Care is proposed at \$160.

Resolution – The Commission reviewed and discussed the new proposed price of \$230 for 2020 Summer Camp Program along with Before Care at \$125 and After Care at \$160. Jenny Smith made a motion to approve the 2020 Summer Camp prices and Cheryl Marginean seconded. The motion was approved by a unanimous vote of the Commission.

E. Old Business

Community Hall of Fame -

Chairman, Mark Turner received a Thank You letter from Steve Bowerman. He also received positive feedback regarding this years' Community Hall of Fame. The plaques are up in the Town Hall hallway.

F. New Business

The Commission reviewed the changes to Section 3.1 of the By Laws so that the Commission could elect the following positions for the Recreation Commission:

1. **Elected Commission Positions for 2020**

Lisa Bates accepted the position of Recording Secretary, Cheryl Marginean made a motion to approve the position.

Jenny Smith accepted the position of Vice Chairperson, Scott Bernie made a motion to approve the position.

Mark Turner accepted the position of Chairperson, Scott Bernie made a motion to approve the position.

Resolution – The above motions were made to approve the 2020 Commission positions. All were in favor. The motion was carried.

2. **2020 Recreation Timeline**

The commission reviewed the 2020 Recreation Timeline (attached).

Resolution – Cheryl Marginean made a motion to approve the 2020 Recreation Timeline. Jenny Smith seconded. All were in favor. The motion was carried.

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3. Public Program Survey

Shanna would like to do a survey to find out what types of programs our local townspeople would be interested in. It was decided that the February Recreation meeting will be used as a brainstorming/work session to come up with questions to use on the survey.

4. 2019 Financial Summary

Chairman, Mark Turner reviewed the 2019 Financial Summary with the Commission. Overall, Recreation did very well, bringing in \$76,480 in revenue. This is an increase of approximately \$22,000 over last year.

G. Other Business

Next Regular Meeting

The next regular meeting will be scheduled for Tuesday February 20, 2020 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

Adjournment

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:00 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary



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for active lifestyles*

Recreation Monthly Summary

Programs - Key Status & Plans

- 2019 financial review
 - Record revenue, # of participants
 - \$ 1,364 less net; + \$ 5,335 since Sep
- 2020 Summer Camp program fees
 - Approved plan limits fee increase to 9.5%; convergence WRT labor costs

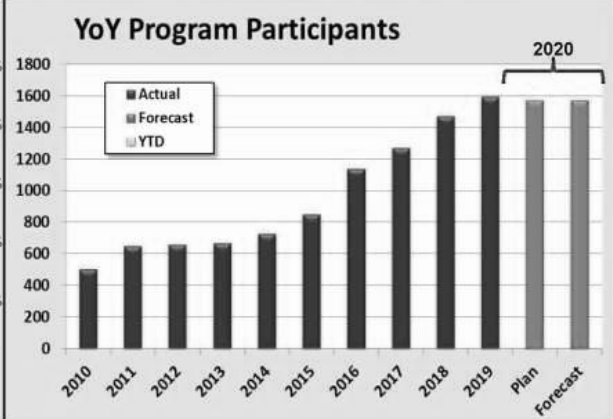
Strategic Initiatives

- Approved 2020 meeting schedule
- Bylaws updates reviewed / approved
 - Updated position election process
 - Added TB approved Town Vision
- Completed 2020 position elections
- Established plans for public survey

YoY Financial Performance



YoY Program Participants



Wheatland Recreation

January 2020

Town of Wheatland New York Recreation Commission Meeting Minutes

February 20, 2020

A. Meeting Call to Order

Recreation Commission Meeting was held February 20, 2020 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Cheryl Marginean
Shelly Gorino
Lisa Bates, Recording Secretary
Shanna Fraser, Recreation Coordinator
Mark Turner, Recreation Commission Chairperson

ABSENT:

Edd Kuhn
Jenny Smith
Scott Birnie

Mark Turner called the meeting to order at 7:05 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the January meeting with no changes suggested. Cheryl Marginean made a motion to approve the minutes from the January 16, 2020 meeting, and Shelly Gorino seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no *Public Before the Commission*.

D. Recreation Department Report

Presented by Shanna Fraser

1. **EXPENSES**

- \$125.00 - Cheryl Belcher - Instructor
- \$244.00 – Walmart – Sweetheart Dance
- \$250.00 - BRL Entertainment – DJ Sweetheart Dance
- \$56.00 – Wegmans
- \$9.00 - Dollar General
- \$10.25 – Dollar General – WACC
- \$17.15 – Dollar General – WACC
- \$675.00 – Collamer – Jones Karate, Inc.
- \$5.00 – Simple Mom Project
- \$24.00 – Dollar General – Pokemania
- \$120.00 – Darlene Zoricak
- \$13.50 – Swipe Art

2. **PROGRAM UPDATE**

- **WINTER PROGRAMS** - Winter programs coming to an end. Participation is good. Late winter programs are starting. We are changing up swimming at bit, 5 swim programs now with classes 2 times per week. Shanna thinks it will be more beneficial to the students by being in the pool two times a week vs. one time each week.
- **SWEETHEART DANCE** – The Sweetheart Dance was a big success, everything went great. There were 356 participants. 9-10 MS/HS students helped.

3. **PROPOSALS FOR NEW PROGRAMS –**

Home Alone –

Thru EPIC. Course teaches 7–12 year old's the importance of behaving responsibly when home alone. Some of the topics discussed are basic first aid, what to do if a stranger comes to the door, answering the phone and internet safety, half day program. Proposing to charge \$25 per student. Target is 15 participants.

Babysitting Training Class –

For boys and girls ages 11+, teaches the roles and responsibilities of a babysitter including skills in accident prevention, first aid and choking. Students will receive a workbook and certification card upon completion. 5-hour class. Proposing to charge \$50, target of 15 participants.

Kids First Aid Class –

Thru EPIC. Teaches 8-14 year old participants the skills and techniques to respond to a variety of first aid related emergencies. Also addresses several common medical emergencies such as food allergies, diabetes, seizures and asthma. Basics of first aid for 8-14 year old. Proposing \$25, the target is 15 participants.

Snapology Creature Creator Robotics-

Animals, habitats and robotics. Students will learn about gear ratio, sensors, simple machines and programming as they build their creations. April 9 – June 18th on Thursday from 3-4pm. Target is 10 students. Proposing \$130.00

Craft Day-

Adult bring/catch up on your craft day. Participants will bring their own supplies and receive their own table and chair with plenty of workspace to work on their project. They can choose to come for the entire day or a few hours. Bring their own food in or visit local restaurants. Saturday March 28th from 9am – 9pm in the Senior Center. Proposing \$10 per person.

Resolution – The Commission reviewed and discussed the 5 new proposed programs. Shelly Gorino made a motion to accept the 5 programs and Cheryl Marginean seconded. The motion was approved by a unanimous vote of the Commission.

E. Old Business

1. SUMMER CAMP-

Shanna is looking into grants and the possibility of selling reusable bags to help offset the price of summer camp. She is going to get samples of the bags for the Commission to look at. She will keep us updated on any new information.

F. New Business

1. PUBLIC PROGRAM SURVEY

- The Commission discussed the goals and objectives for the upcoming survey. There was discussion on identifying our audience and what types of questions that should be included on the survey. Examples of different surveys were reviewed.

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- Shanna is planning on using Survey Monkey and will come up with questions. The Commission will review and approve the survey at the March meeting.
- The survey will be launched the week of April 1st.

G. Other Business

Next Regular Meeting

The next regular meeting will be scheduled for Thursday March 19, 2020 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

Adjournment

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:45 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary

Recreation Monthly Summary



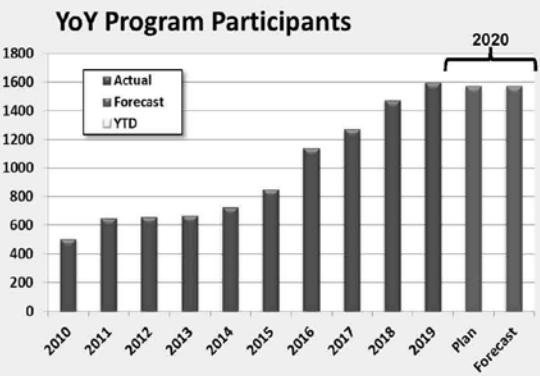
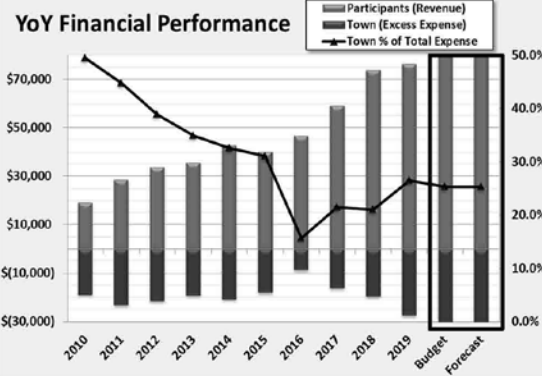
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Programs - Key Status & Plans

- 2020 Winter program status
 - Sweetheart dance had 356 participants!
- 2020 Late Winter program proposals reviewed and approved
 - Home Alone (new); Babysitter training
 - Kid's First Aid (new); Robotics
 - Crafting Day (new)

Strategic Initiatives

- Completed preliminary development work on community recreation survey
 - Goals & objectives; audience; media
 - Approach
 - Candidate question categories



Wheatland Recreation

February 2020

Town of Wheatland New York Recreation Commission Meeting Minutes June 23, 2020

A. Meeting Call to Order

Recreation Commission “*virtual*” Meeting was held June 23, 2020 at 6:30 P.M. remotely in the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Edd Kuhn
Jenny Smith
Lisa Bates, Recording Secretary
Shanna Fraser, Recreation Coordinator
Mark Turner, Recreation Commission Chairperson

ABSENT:

Shelly Gorino
Cheryl Marginean
Scott Birnie

Mark Turner called the meeting to order at 6:30 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the February meeting with no changes suggested. Jenny Smith made a motion to approve the minutes from the February 20, 2020 meeting, and Edd Kuhn seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

Lisa Wasson was before the Commission.

D. Recreation Department Report

Presented by Shanna Fraser

1. **EXPENSES**

- \$25.69 – Shanna Fraser – Mileage
- \$770.00 – Snapology – STEAM Program (Winter Program)
- \$25.58 – Michaels – Balloon Paint Night
- \$675.00 – Collamer-Jones Karate, Inc.- Instructor Fees
- \$94.44 – Amazon – Supplies
- \$26.19 – Target – Creative Club
- \$300.00 – Helen Bilak – Aerobics Instructor Fees
- \$132.00 – Darlene Zoricak – Painting Instructor Fees
- \$400.00 – Lourdes Roa – Yoga Instructor Fees
- \$240.00 – Kathy Merritt – Yoga Instructor Fees
- \$50.00 – Professional Instant Press – Rec. Business Cards
- \$240.00 – Tina Verno Stevens – Aqua/Water Instructor Fees
- \$75.00 – Cheryl Belcher – Zumba Instructor Fees
- \$20.00 – Heather Humphrey – Dutch Pour Painting Refund, CXL due to COVID
- \$86.00 -Heather Humphrey - After School Karate Refund, CXL due to COVID
- \$86.00 – Stephani Gollel – After School Karate Refund, CXL due to COVID
- \$15.00 – Rebecca Booth – Indoor Soccer Refund
- \$45.00 – Luke Mekker – Indoor Soccer Refund
- \$1280.00 – Snapology – Pokemania Program Fees
- \$140.00 – EPIC – Online Babysitters Class
- \$15.00 – Corey Branches – Indoor Soccer Refund
- \$35.00 – CPR, AED/First Aid Class Fee
- \$15.00 – Elizabeth Cullum – Indoor Soccer Refund
- \$20.00 - Elizabeth Cullum – Zumba Refund
- \$240.00 – Lourdes Roa – Online Zumba Gentle Yoga
- \$60.41 – Grace Bennett – Yoga Refund
- \$120.00 Kathy Merritt – Yoga Refund

*Refunding ½ of soccer fee - \$86.00 and will do refunds for last swim class. Shanna has processed refunds to those who asked.

2. **PROGRAM UPDATE**

- **CURRENT PROGRAMS** - Shanna reported that the virtual gentle yoga classes are running well.
- **GENERAL UPDATE** – Currently looking at setting up plans for going into Phase 4. Shanna is working on a Monroe County Task Force which consists of area government officials and Recreation Directors. She is also working with NY State Parks and Recreation Society. She is getting great leads on new programs, virtual programs and getting the most up to date guidelines.
- **SUMMER CAMP** – Shanna stated that the possibility of holding Summer Camp is currently up in the air. The cost of camp would be doubled, the staff needs to be 5:1 per the current state guidelines. We are not in a position to get Town funding/investment. Shanna has contacted area Towns and is seeing what they are doing if anything. She will continue to work on this, she would still like to hold Summer Camp this year, if at all possible.

Resolution – The Commission reviewed and discussed the expenses that Shanna reviewed. Edd Kuhn made a motion to approve the expenses and Jenny Smith seconded. The motion was approved by a unanimous vote of the Commission.

E. Old Business

1. **COMMUNITY HALL OF FAME-**

The Chamber Meeting is being held this evening. Mark will check to see if there has been any discussion regarding the Festival of Lights. We will need to discuss how we will proceed with announcing winners if the Festival of Lights is cancelled for 2020.

F. New Business

Chairman, Mark Turner reviewed the Town Board Report and Quad Chart with the Commission.

G. Other Business

Next Regular Meeting

No future meeting has been scheduled at this time. Shanna and Mark will keep us posted and let us know when we will reconvene.

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Adjournment

There being no further business, Jenny Smith made a motion to adjourn the meeting at approximately 7:11 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary

Town of Wheatland New York Recreation Commission Meeting Minutes September 24, 2020

A. Meeting Call to Order

Recreation Commission Meeting was held on September 24, 2020 at 6:30 P.M. in the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Edd Kuhn
Jenny Smith
Cheryl Marginean
Lisa Bates, Recording Secretary
Shanna Fraser, Recreation Coordinator
Mark Turner, Recreation Commission Chairperson

ABSENT:

Shelly Gorino
Scott Birnie
Lisa Wasson

Mark Turner called the meeting to order at 6:30 P.M.

B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the June meeting with no changes suggested. Cheryl Marginean made a motion to approve the minutes from the June 23, 2020 meeting, and Edd Kuhn seconded. The motion was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no public before the Commission

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSES

- \$314.00 – Epic Training – Program Fee
- \$33.73 – Shanna Fraser – Reimbursement for Tie Dye
- \$38.00 – Emily Bruckel – Refund
- \$200.00 – Lourdes Roa – Yoga Instructor Fees
- \$40.00 – Cydney Burns – Refund
- 43.89 – Amazon – Recreation Supplies
- \$5.60 – Amazon – Recreation Supplies
- \$29.80 – Amazon – Recreation Supplies
- \$39.85 – Dollar General – Recreation Supplies
- \$2.00 – Scottsville Post Office - \$2.00
- \$20.99 – Amazon – Summer Camp Supplies
- \$44.50 – Amazon – Summer Camp Supplies
- \$11.57 – Amazon – Summer Camp Supplies
- \$12.99 – Amazon – Summer Camp Supplies

2. PROGRAM UPDATE

- **CURRENT PROGRAMS** – Virtual Gentle Yoga is going well, will start up Vinyasa Yoga soon. Flag Football is going strong, there are 3 teams this year.
- **GENERAL UPDATE** – We are currently waiting to see if we can use the pool at school for swimming lessons. Shanna is planning on hosting a Mask & Food Drive on October 17th. Lisa & Cheryl will help bag up masks. Distribution will be at the WCHS Bus Loop and the Donnolly House. Shanna is looking into a Wheatland Art Contest and Social Media Campaign to get Community involvement. Thinking of a “Where in Wheatland” Facebook game. She is also researching Esports.
- **SUMMER CAMP** – The commission viewed a video that Shanna had created from camp this summer. 100 kids total attended camp, paying weekly worked out well this year. There was lots of cleaning & sanitizing, but everyone stayed healthy and it really boosted the kid’s mental health. There were no field trips, however, the sheriff’s department came one day and did a bike safety program which the kids really enjoyed.

3. PROGRAM PROPOSALS

- Epic Contract – Recreation will get \$2/participant
 - First Aid – Veteran’s Day
 - Home Alone /Babysitting Class – Veteran’s Day
- Painting Class (Virtual) – Recreation will get \$8/ participant on 10/16
- Virtual Gentle Yoga/Vinyasa

Resolution – A motion was requested to add the above Fall programs. Jenny Smith made a motion to approve the new fall programs and Cheryl Marginean seconded. The motion was approved by a unanimous vote of the Commission.

E. Old Business

1. COMMUNITY HALL OF FAME-

The Chamber has decided that there will not be a parade or Festival of Lights in December, so it was decided that we are postponing the Community Hall of Fame this year.

F. New Business

Chairman, Mark Turner stated that there is not much of a budget to track for this year. Mark and Shanna will take another look at the proposed 2021 Budget in January. They are trying to keep the net the same. Mark stated he will do a simple report to share with the Town Board Members.

G. Other Business

Next Regular Meeting

No future meeting has been scheduled at this time. Shanna and Mark will keep us posted and let us know when we will reconvene.

Adjournment

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:11 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

Lisa Bates
Recreation Commission Secretary