

# Town of Wheatland New York Recreation Commission Meeting Minutes

April 15, 2021

## A. Meeting Call to Order

Recreation Commission Meeting was held on April 15, 2021 at 7:00 P.M. in the Wheatland Municipal Building located in Scottsville, New York and virtually via Microsoft Teams.

### **PRESENT:**

Angela Ames  
Jenny Smith  
Lisa Bates, Recording Secretary  
Shanna Fraser, Recreation Coordinator  
Mark Turner, Recreation Commission Chairperson

### **ABSENT:**

Edd Kuhn  
Shelly Gorino  
Cheryl Marginean

Mark Turner called the meeting to order at 7:04 P.M.

## B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the September 24, 2020 meeting with no changes suggested. Jenny Smith made a motion to approve the minutes from the September 24, 2020 meeting, and Angela Ames seconded. Angela Ames abstained. The motion was approved by unanimous vote of the Commission.

Resolution. The Commission reviewed the minutes of the January 21, 2021 meeting with no changes suggested. Jenny Smith made a motion to approve the minutes from the January 21, 2021 meeting, and Angela Ames seconded. Angela Ames abstained. 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

- \$400.00 – Lourdes Roa – Yoga Instructor Fees (Jan. 2021 – April 2021)
- \$46.40 – Walmart – Painting Class Supplies
- \$32.97- Shanna Fraser – Reimbursement – painting class supplies
- \$128.00 – EPIC Trainings – Babysitting Training
- \$120.00 – Darlene Zoricak – Instructor Fees for painting class
- \$25.00 – Nicole Trotto – refund for painting class
- \$26.00 – Dollar Tree – Supplies
- \$29.66 – Walmart – Recreation supplies
- \$23.95 – Clickbank – Recreation
- \$37.00 – Clickbank - Recreation

#### 2. PROGRAM UPDATE

- CURRENT PROGRAMS – Shanna has partners with the Greenway State Park for the Easter Egg Hunt. Jokes, riddles, and fun facts are posted along the trail at Cananwaugus Park going ½ mile North and South on the trail. The Recreation Dept and Artisan are handing out goodie bags. \$400 received in sponsorship. \$200 for candy expenses went into the TA account \$9.22 in advertisement.

Resolution. Jenny Smith made a motion to approve the expenses for the Easter Egg Hunt, Angela Ames seconded. Angela Ames abstained. The motion was approved by unanimous vote of the Commission.

- GENERAL UPDATE –

Some of the federal money that the Town is getting will go towards recreation.

Shanna will be attending the NYS Recreation Conference

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Shanna has been looking into Software Options. 90% sure she would like to go with the My Rec Program - \$3000. She is meeting with the rep on May 10<sup>th</sup>. It has a program for easier registration. She would like to have the program up and running by Summer Camp.

Shanna had a webinar call with Gee Gee Leagues – East Boards It was a very informative call. They would handle the registration and technology portion. Recreation would handle the marketing and advertising for participants. The split is 70% to them and 30% to us. It is a \$500 one time set up fee. The participants sign up with them and they send us a check. If Shanna can get another Recreation Center to sign up, then the \$500 fee is waived. We would need 55 participants to come out even. She will investigate other options when she attends the convention.

Shanna has a meeting scheduled with Lynda Quick, school Superintendent regarding Summer Camp. She does not have any State Guidelines yet. She is planning on using last year's guidelines. TJ Connor will have a summer school program. Shanna is looking to see how the two programs can be tied together. Shanna will have updates after this meeting.

### **3. PROGRAM PROPOSALS**

There are no program proposals at this time.

## **E. Old Business**

### **1. 2020 FINANCIAL STATUS-**

Final numbers are not in.

### **2. COMMUNITY HALL OF FAME-**

Looking at holding nominations in June, closing nominations in September, and deliberating in October.

## **F. New Business**

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- Survey for Public Program interest- when would be a good time to do that. It was decided that this discussion would be tabled until next month. Chairman, Mark Turner will gather information and bring to next month's meeting.
- Program descriptions on the Recreation page on the Town website needs updating along with the brochure.
- Shanna is hoping that the new My Rec program will integrate with the Town website.

### **G. Other Business**

#### **Next Regular Meeting**

The next meeting is scheduled for Thursday May 20, 2021 at 7:00PM.

#### **Adjournment**

There being no further business, Jenny Smith made a motion to adjourn the meeting at approximately 8:10 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

*Lisa Bates*

Lisa Bates  
Recreation Commission Secretary



# Town of Wheatland New York Recreation Commission Meeting Minutes

June 17, 2021

## A. Meeting Call to Order

A meeting of the Wheatland Recreation Commission was held as scheduled on June 17, 2021 at 7:00 P.M. in the Wheatland Municipal Building located in Scottsville, New York.

### **PRESENT:**

Mark Turner, Recreation Commission Chairperson (acting Recording Secretary)  
Edd Kuhn  
Jenny Smith  
Cheryl Marginean  
Angela Ames  
Shanna Fraser, Recreation Coordinator

### **ABSENT:**

Shelly Gorino  
Lisa Bates (Recording Secretary)

Mark Turner called the meeting to order at 7:01 P.M.

## B. Approval of Meeting Minutes

The April 15, 2021 meeting minutes were reviewed and approved as presented.

**Resolution.** Cheryl Marginean made a motion to approve the minutes from the April 15, 2021 meeting, Edd Kuhn seconded the motion. 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. GENERAL

- a. **Myrec.com**. Shanna shared an overview of the online registration software package recently approved by the Wheatland Town Board. Features include an online database of participants that maintains data securely across programs, sessions, seasons and years. Participants can pay online using a credit card. This program will reduce the labor required for the collection of program registrations and fees, while also improving the registration experience.
- b. **SkivStrong 5K Race**. Shanna is continuing to explore finding another organization to take over hosting this program.

### 2. EXPENSE REVIEW & APPROVAL

None

### 3. PROGRAM UPDATE

None

### 4. PROGRAM PROPOSALS

- a. **GG Leagues Program**. This is an electronic gaming program where the service provider sets up leagues of registered participants for competitions.  
**Resolution**: Jenny Smith made a motion to approve the GG Leagues program proposal, Angela Ames seconded the motion. The motion was approved by unanimous vote of the Commission.
- b. **Adult Ultimate Frisbee Program**. This program will be offered at the WCHS as a six week program for up to 20 ultimate Frisbee enthusiasts. The program coordinator will be a volunteer. Program expenses include purchase of frisbees and reusable pinnies for players.  
**Resolution**: Cheryl Marginean made a motion to approve the Adult Ultimate Frisbee program proposal, Edd Kuhn seconded the motion. The motion was approved by unanimous vote of the Commission.
- c. **Senior Chair Yoga Program**. This is a program that was formerly offered and executed by the Senior Center. The program will now be offered through Wheatland Recreation at a break even cost ratio, with some of the program instructor expense being offset by funds from the office of the aging.  
**Resolution**: Jenny Smith made a motion to approve the Senior Chair Yoga program proposal, Angela Ames seconded the motion. The motion was approved by unanimous vote of the Commission.

- d. **Summer Camp Programs**. These programs are the ongoing youth summer camp set of programs sponsored by the Town of Wheatland. The programs will be offered for a total of six weeks, with participant option of paying for the entire size week period for a discount or by paying on a weekly basis. Discounts will also be available for participants of the WCCS summer reading program. These programs will be held at the T J Connor Elementary school and executed in accordance with current health department requirements and guidance. Staff training for CPR and First Aid are scheduled for 5-July-2021. There may be the possibility for field trips given recent relaxation of NYS COVID-19 restrictions, however transportation costs may be prohibitive. Shanna will evaluate the opportunities going forward. Field trips will be priced as a break even cost ratio.

**Resolution**: Cheryl Marginean made a motion to approve the Summer Camp programs proposal, Edd Kuhn seconded the motion. The motion was approved by unanimous vote of the Commission.

## E. Old Business

### 1. **WHEATLAND COMMUNITY HALL OF FAME**

Nominations for 2021 were officially opened on 10-June-2021, the nominations period will continue through 31-August-21 in accordance with the defined process cadence. Mark Turner authored an article that was published on the Town of Wheatland Website declaring the nominations open, this article was also distributed via Facebook and an email mailing to all website subscribers.

## F. New Business

### 1. **TRAIL TOWN UPDATE**

Mark Turner gave a brief update regarding the work of the **Wheatland Trail Town Committee**. This information is the same content that was recently briefed to the Wheatland Town Board.

- a. The **Genesee Valley Trail Town Initiative** is a program that aims to boost outdoor recreation and tourism in the region, creating more resilient communities through the identification, promotion and preservation of communities' unique recreational assets. Outdoor recreation and tourism can be a significant catalyst to stimulate local economies by creating a "virtuous cycle" of economic benefits.
- b. The **Genesee Valley Trail Town Initiative** provides a significant opportunity to achieve a potential "defining moment" in the evolution of our community, facilitating long term vitality and sustainability for generations to come. There are several "success enabling factors" that collectively can help facilitate the realization of this vision, many of which have not been available during prior community development endeavors.

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- c. **Wheatland Trail Town Committee** was formed by the Town Board, current progress Items:
- Established supporting infrastructure for the Committee (i.e., online file share, email reflector).
  - Completed a detailed *“Trail Town Self-Assessment”* based in large part on the original work supported by the Recreation Commission.
  - Created survey promotion and data collection plan, identifying key community assets (again supported by initial work done by the Recreation Commission). Final plans for promotion and marketing of these assets.
  - Further developed community branding and marketing strategies. Developed a brand based on the broader regional initiative coupled with data from the self-assessment and other resources to be used to promote the Wheatland Community:

### **Gateway to the Genesee Valley**

*“Where to experience the Genesee Country”*

- Created an initial **exploregeneseevalley.com** interactive map **“Landing Page” for the Wheatland Community.**
- Working in conjunction with the Greater Wheatland Area Chamber of Commerce, identified candidate area businesses for inclusion on the **exploregeneseevalley.com** interactive map.

## **G. Other Business**

### **1. FUTURE TOPICS**

- a. **Community Recreation Survey**: This topic was underway when the pandemic shutdowns were encountered. Mark will resurrect the prior work completed and the Commission will resume planning and preparation of a community survey.
- b. **T-Shirt Redesign**: Shanna indicated it was likely time for a recreation T-shirt update and will bring this topic forward in a future meeting.

### **2. HY-BRID MEETING FORMAT**

Angela Ames asked in it would be possible to use a hybrid format for future Recreation Commission meetings, with a combination of in-person and remote formats. Mark and Shanna will investigate if this type of approach would be appropriate under current Town operating conditions.

### **3. NEXT REGULAR MEETING**

The next meeting is scheduled for Thursday July 15, 2021 at 7:00 P.M. at the Wheatland Municipal Building in the Senior Center.



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4. **ADJOURNMENT**

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:12 P.M. Requiring no second, the motion was approved by unanimous vote of the Commission and the meeting was adjourned.

Respectfully submitted,

***Mark R. Turner***

Mark R. Turner  
Recording Secretary (acting)

# Town of Wheatland New York Recreation Commission Meeting Minutes

October 21, 2021

## **A. Meeting Call to Order**

Recreation Commission Meeting was held on October 21, 2021, at 7:00 P.M. in the Wheatland Municipal Building located in Scottsville, New York and virtually via Microsoft Teams.

### **PRESENT:**

Angela Ames  
Jenny Smith  
Edd Kuhn  
Cheryl Marginean

Lisa Bates, Recording Secretary  
Shanna Fraser, Recreation Coordinator  
Mark Turner, Recreation Commission Chairperson

### **ABSENT:**

Shelly Gorino

Mark Turner called the meeting to order at 7:04 P.M.

## **B. Approval of Minutes**

Resolution. The Commission reviewed the minutes of the June 17, 2021 meeting with no changes suggested. Cheryl Marginean made a motion to approve the minutes from the June 17, 2021, meeting, and Angela Ames 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

- \$400.00 – Lourdes Roa – Yoga Instructor Fees (Jan. 2021 – April 2021)
- \$223.84 – Shanna Fraser – Summer Camp Supplies
- \$1.99 – T.A. Account – Recreation
- \$5.78 – T.A. Account – Recreation
- \$120.00 – Darlene Zoricak – Instructor Fees Dutch Pour Class
- \$159.68 – Michaels – Recreation
- \$7.65 – Dollar General – Recreation
- \$78.99 – 5 Below – Summer Camp
- \$19.99 – JoAnn – Recreation
- \$96.00 – Kathleen Rick – Instructor Fees – Chair Yoga
- \$85.00 – NYS Recreation & Park Society – Recreation
- \$20.77 – JoAnn – Recreation
- \$47.20 – Dollar General – Recreation
- \$69.51 – Amazon – Recreation
- \$52.90 – Amazon – Recreation
- \$9.22 – Facebook Ad – Recreation
- \$117.01 – WalMart – Recreation
- \$53.94 – Amazon – Recreation
- \$500.00 – GG Leagues, Inc.- Recreation
- \$2595.00 – MyRecDept.com – Recreation
- \$5.00 – Facebook – Recreation
- \$55.00 – Shanna Fraser – Summer Camp
- \$45.50 – Amazon – Recreation
- \$160.00 – Kathleen Rick – Instructor Fees – Chair Yoga
- \$156.00 – J-B Sportswear – Flag Football T-Shirts
- \$16.00 – Facebook – Recreation
- \$96.00 – Kathleen Rick – Instructor Fees – Chair Yoga

### 2. PROGRAM UPDATE

- CURRENT PROGRAMS –
  - GG Leagues- 7 participants are in the program, they can play any of the 5 games each day of the week. Shanna has received positive feedback.
  - Flag Football – There was only one team this season. They have had a few challenges. The team however is doing well and will look forward to next year's season.

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- **Defensive Driving Class-** 21 seniors have signed up for the 2-day class. Shanna will run another class for the general public

- **GENERAL UPDATE –**

- **Myrec.com-** Shanna has started to load program information. She started her own household account and shared it with the Commission. She discussed the home page and demonstrated how easy it is to register. There is the option to pay online, or residents can come into the office and pay in person
- **Guidelines for using the school –** Shanna has received the guidelines for using the school facilities. She stated that the guidelines are reasonable and is looking forward to utilizing the facilities. There will be universal masking requirements with mask breaks, must maintain 3’/6’ distancing, must supply sanitizer and provide a contact tracing list for each event. There will be no tolerance for noncompliance. Shanna will handle any issues. With that being said, she is looking forward to being able to offer Gentle Yoga, Vinyasa and Indoor Soccer. The winter schedule will start in January, and we will discuss the programs at the November meeting.

### 3. **PROGRAM PROPOSALS**

There are no program proposals at this time.

## **E. Old Business**

### 1. **2020 FINANCIAL STATUS-**

Final numbers are not in.

### 2. **COMMUNITY HALL OF FAME-**

Will be discussed after this meeting.

## **F. New Business**

- No new business at this time

## **G. Other Business**

### **Next Regular Meeting**

The next meeting is scheduled for Thursday December 2, 2021, at 7:00PM.

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**Adjournment**

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:58 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

*Lisa Bates*

Lisa Bates  
Recreation Commission Secretary

# Town of Wheatland New York Recreation Commission Meeting Minutes

December 2, 2021

## A. Meeting Call to Order

Recreation Commission Meeting was held on December 2, 2021, at 7:00 P.M. in the Wheatland Municipal Building located in Scottsville, New York and virtually via Microsoft Teams.

### **PRESENT:**

Angela Ames  
Jenny Smith

Lisa Bates, Recording Secretary  
Shanna Fraser, Recreation Coordinator  
Mark Turner, Recreation Commission Chairperson

### **ABSENT:**

Shelly Gorino  
Edd Kuhn  
Cheryl Marginean

Mark Turner called the meeting to order at 7:04 P.M.

## B. Approval of Minutes

Resolution. The Commission reviewed the minutes of the October 21, 2021 meeting with no changes suggested. Jenny Smith made a motion to approve the minutes from the October 21, 2021, meeting, and Angela Ames 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

- \$30.00 – Shanna Fraser – GVPRS Annual Conference Reimbursement
- \$128.00 – Kathleen Rick – Yoga Instructor Fees (October)
- \$609.00 – AAA Western & Central NY – Defensive Driving Class Fees
- \$21.98 – Michaels – Recreation Supplies
- \$8.40 – Dollar General – Recreation Supplies
- \$43.97 – SPIRIT – Recreation Supplies – (Trunk or Treat)
- \$19.00 – Dollar Tree- Recreation Supplies (Trunk or Treat)
- \$61.04 – Walmart – Recreation Supplies (Trunk or Treat)
- \$105.92 – Mark’s Pizzeria – Flag Football Party
- \$29.00 – Katie O’Donnell – Defensive Driving Class Refund
- \$18.98 – Amazon – Craft Supplies
- 30.34 – Amazon – Craft Supplies
- \$10.92 - Amazon – Craft Supplies
- \$15.99 – Amazon – Craft Supplies
- \$10.78 – Amazon – Craft Supplies
- \$58.00 – Linda Chamot – Refund – AAA Defensive Driving Class
- \$128.00 – Kathleen Rick – Yoga Instructor Fees (November)

### 2. PROGRAM UPDATE

#### • CURRENT PROGRAMS –

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- Currently we have no upcoming programs running. We do not have any gym time available. Shanna is hoping this will change when basketball season ends.
- Winter Wonderland Event – Coming up on Saturday, December 11<sup>th</sup>. Shanna is working with numerous local groups for this holiday event. Santa will be there along with games, crafts and food. A food pantry collection will also take place at the event. Free to participants.

○

#### • GENERAL UPDATE –

- **Myrec.com-** Shanna is currently using myrec and so far has been happy with it. It is creating our database as people start registering for programs and events.
- **GVPRS Annual Conference -** Shanna attended the conference and said that the conference was great. She also toured the new Chili

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Recreation Facility.

- **Pricing Structure** – Shanna has suggested a \$2-3 increase for the upcoming year. This will not cover the increase in labor however, our expenses have been minimal so she is hoping it will even out a bit.
- **New COVID Guidelines** – No real changes for Recreation as far as the guidelines. Everyone still needs to wear a mask and a weekly roster from the programs will need to the principal of the school.

### 3. **PROGRAM PROPOSALS**

There are no program proposals at this time.

## E. Old Business

### 1. **2020 FINANCIAL STATUS-**

Final numbers are not in.

### 2. **COMMUNITY HALL OF FAME-**

Will be discussed after this meeting.

## F. New Business

- No new business at this time

## G. Other Business

### **Next Regular Meeting**

The next meeting is scheduled for Thursday January 20, 2022, at 7:00PM.

### **Adjournment**

There being no further business, Angela Ames made a motion to adjourn the meeting at approximately 7:35 P.M. The vote was unanimous, the motion was carried, and the meeting was adjourned.

Respectfully submitted,

*Lisa Bates*

Lisa Bates  
Recreation Commission Secretary