

**Village of Kinderhook**  
**Recreation Commission**  
**Regular Meeting - January 10, 2022**  
**Zoom Meeting**

**Present:** Jennifer Blood, Shannon Eigenbrodt, Mark Plakias - Vice Chair, Cammy Salazar, Amber van Moessner - Chair

**Absent:** Dave Dellehunt

**Other:** Dorene Weir - Village Trustee Liaison

Meeting called to order at 7:04 pm.

**Minutes:** Motion made to approve the Regular Meeting Minutes of December 13, 2021. Moved: A. van Moessner; Second: J. Blood. Motion carried.

**Correspondence:** A Grant Denial Letter was received from New York State Parks, Recreation and Historic Preservation. The Recreation Commission had submitted an application for the Rothermel Park project for the Environmental Protection Fund Grant Program for Parks, Preservation and Heritage (EPF). Two hundred fifty-five eligible applications totaling \$90.4 million were received for \$19.5 million available grant funds. It was also noted a good portion of the funding went to Historic Preservation projects as opposed to playground projects.

D. Weir contacted Danielle Dwyer for grant application feedback and Ms. Dwyer stated the grant application was very well written and achieved high scores. The fact that there were matching funds was a plus and Ms. Dwyer encouraged the Commission to apply again this summer. She also suggested to stay focus on the park/playground and not necessarily reference the surroundings, ie cemetery. A. van Moessner noted the application specifically asked if the project was adjacent to a historical site, which was why the application included the cemetery. Should the Commission decide to submit the grant application again, the application would need to be updated by reaching out to the Dept. of Social Services for updated numbers for the poverty level and people with physical & mental challenges in Columbia County.

J. Blood's daughter, who volunteered her services to the Recreation Commission, has grant experience with a good handle on the process and offered her review

and recommendations if needed in preparing future grant applications. In addition, D. Weir suggested the Commission could also reach out to Village Economic Development Director, R. Shur, and Barton & Loguidice who the Village is currently working with for the kayak launch.

**Old Business: Playground Budget - Finalize:**

A. van Moessner recapped previous meeting discussions regarding playground equipment and available funds of \$18,000.

S. Eigenbrodt suggested with the limited budget and the number of items the Village Board will consider to be purchased at one time, per D. Weir's email, perhaps the swings shouldn't be purchased at this time, the current swings are in good condition, it's the location of the swings which need to be changed. A. van Moessner agreed and thought the swings could be a potential fundraiser through the library at a later date.

The following were discussed:

- Option #1 - remove and replace some existing equipment that may not be up to code:
  - Replace current carousel with Miracle's Ten Spin
  - Replace seesaw with Miracle's Tri-Totter
  - Combined cost for these two items is approximately \$7,000
- Option #2 - build onto the existing large Miracle structure with new equipment purchased from Miracle:
  - Chaos Climber
  - Tapered Tower
  - Bongos (6 suggested by Miracle, 3-4 Commission would purchase)
  - Combined cost for the above equipment is approximately \$16,000.
- A. Van Moessner will contact Miracle for an updated invoice including shipping/freight/installation for agreed upon option to present to Village Board by D. Weir at their January 12, 2022 meeting. DPW needs to agree to their role in the community installation, A. van Moessner to contact Dave Booth, DPW. A. van Moessner confirmed the community installation does not void the warranty, Miracle representative(s) will have oversight of the installation.
- Pea Stone - A. Van Moessner to contact Village DPW and Miracle for their cost of pea stone to fill area where new equipment will be located. Information to be sent to D. Weir to include in her presentation to the Village Board.
- C. Salazar suggested removal of the carousel and/or seesaw even though they may not be replaced at this time due to their condition. Agreement to her suggestion was acknowledged.
- J. Blood suggested to purchase the Chaos Climber and purchase a piece of equipment (Tri-Totter or Ten Spin) to replace the carousel or seesaw as a compromise.

- Question as to where equipment would be stored if delivered at a later date than expected (August) and installation could not be completed due to winter conditions. It was believed the equipment would not be delivered unless conditions were met for installation around the time of delivery.
- M. Plakias asked about the certification of the equipment once it's installed. D. Weir to check with the Village Clerk regarding the Village insurance with Metzwood Harder. Also, M. Plakias was in agreement with S. Eigenbrodt to purchase the big ticket items (Chaos Climber & Tapered Tower) and keep the lower priced equipment for future potential fundraisers (Tri-Totter & Ten Spin).
- C. Salazar suggested having a type of vision board, possibly posting in the kiosk at the playground which would give people the opportunity to see the Commission's goals for future equipment expansion. A van Moessner will ask Miracle to provide, they have provided in the past, but, will need to update once purchases are made.

Motion made to bring forward to the Village Board for their approval the proposal to purchase one (1) Chaos Climber, one (1) Tapered Tower, and four to six (4-6) Bongos. Motion: A. van Moessner; Second: Jennifer Blood. Motion carried.

### **Open Seat**

If you know of anybody who lives in the Village who you might think would like to serve on the Recreation Commission, please reach out to them and request they submit their Letter of Interest to the Village Clerk, there is one seat open at this time.

In addition, it is also expected the Village Board will be approving each Board/Commission to select an "alternate" member to serve as a back-up should a Board/Commission member be unable to attend a scheduled meeting. If needed, this alternate member would be appointed at the meeting by the Chair to act on behalf of the absent member and which would include voting power. It is the hope of having an alternate member available that the Board/Commission's business will be conducted as scheduled as opposed to a meeting cancellation due to lack of quorum. As a result, the Recreation Commission will also be seeking an "alternate" member once the Village Board completes the approval process.

### **New Business:**

#### **Planning for 2022 Summer Camp**

Summer Camp planning needs:

- One or two members needed as point person(s)
- Completion of the Health & Logistic Packet for Columbia County Department of Health (County expected to send out in February). David Yates, Valatie Rescue Squad member, offered to be the health care contact for the Village summer program as he is the health care contact for the Town of Kinderhook for their summer program. He is also able to train the summer camp staff on use of the defibrillator and how to perform CPR.

Packet has not been completed in the past and once completed this year, it'll be much easier in coming years. A safety plan is required. A separate meeting may be needed to complete this packet.

- Job Descriptions - review (February), changes will need approval by the Village Board
- Salary for positions are determined and approved by the Village Board
- Hiring Process (based on County's packet) - review applications if needed, decide where to post positions, review applications received, schedule interviews, recommend candidates to Liaison, D. Weir, for Village Board for approval, offer approved candidates positions, send letters to those candidates not moving forward.
- Target deadline of May to have everything in order.
- C. Salazar offered to provide guidance in packet preparation if at least two other members tackle the packet since her workplace will be running multiple summer camps during this same time period making her availability limited. C. Salazar offered to contact the County regarding the water filtration section of the packet and will also inquire as to the date this year's packet will be distributed.
- D. Weir to forward last year's email with the packet attachments to A. van Moessner who will consolidate all email attachments and forward out to the members as one document/pdf for their review.
- D. Weir will ask Barbara Berger, Director of the Summer Camp for the Town of Kinderhook, for a copy of their packet, procedures/safety plan for their summer camp which may assist the Village in preparing the County packet.

### **Event "Deputies"**

A. van Moessner suggested having a single point person for each event throughout the year. This would facilitate the event process whereby the point person would work with other members as a team to accomplish the duties required for a successful event, the point person would track budget funds allocated for the event and report event progress and outcomes at monthly meetings. In addition, at the end of each event, the single point person could document the process including vendor info, budget info, what worked, what needs improvement, etc., this would be a helpful resource for the next point person planning the event. For Summer Camp, which involves a considerable amount of planning, perhaps 2 members could team together. A van Moessner will create a form with a list of yearly events for point person sign up based on your availability/schedule.

### **Spring Event Wish List**

A. van Moessner stated the Easter Egg Hunt will be in April, with the hope that COVID will not impact the event.

Event planning:

- Location of event - playground or behind the House of History on Broad St. If location is behind the House of History, the Director of the House of History must be contacted to confirm date, time, and Certificate of Insurance requirements.
- Need to arrange for the Easter Bunny through Kinderhook Elks
- Check to be sure there are no overlapping events in the area
- Plastic Eggs - check inventory
- Plan and order early from Oriental Trading
- Mask requirement and any other protocols needed

**Review Event Budget**

D. Weir provided the Commission with budget \$ expended last year for Easter, Community Night, and Halloween, totaling \$3,896.74. Of that amount, \$538.90 was spent for the Easter Event, which was a drive-thru event. This year, the hope is to have an egg hunt which should reduce the expense.

A. van Moessner will put together a budget based on the upcoming planned events, last year's budget, and proposed events with the Library.

D. Weir noted that anytime the Commission introduces a new event, it must go through the Village Board for event and budget approval before planning takes place. Plan a 3 month window for the approval process.

Clarification on fundraising: the Recreation Commission as an extension of the government is not allowed to fundraise. However, 501c3's can fundraise, collect \$ or items, present their \$ or items as a donation with their intended use to the Village Board and upon approval by the Village Board the donation is accepted. If the fundraising specifies the use of \$ or items for the "Village", approval must be had prior to the fundraising for the intended use, upon completion of the fundraising, approval is needed for the Village to accept the funds. Another way to fundraise would be through a not-for-profit "Friends" type group which can support a government entity, ie "Friends of Kinderhook Village Recreation", however, Commission members would not be able to participate in this group if they are supporting the Commission.

**Procedures:**

**Agenda & Supporting Documents**

The agenda and supporting documents for Village meetings are required to be posted to the Village website prior to the scheduled meeting, allowing public access to the documents. Since the website is maintained by an outside vendor, any documents to be presented at a meeting are requested to be sent to [jbujanow@villageofkinderhook.org](mailto:jbujanow@villageofkinderhook.org) one week prior to the scheduled meeting in order for documents to be uploaded to the Village website in a timely manner.

**Other:**

The next meeting of the Recreation Commission is scheduled for Tuesday,

FINAL  
1.10.2022

February 15, 2022 as opposed to the second Monday of the month due to Commission members availability.

Motion made to adjourn at 8:46 pm.

Moved: A. van Moessner; Second: J. Blood. Motion carried.

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Jacqueline Bujanow, Secretary  
Recreation Commission