



City of Saratoga Springs

RECREATION COMMISSION

15 Vanderbilt Avenue, Saratoga Springs, New York 12866

518-587-3550 x2300 Fax 518-584-1748

w.SaratogaRec.com

Derrick LeGall
Recreation Commission Chair
Alphonse Lambert
Amy Smith
Robert Manasier
John Dowd
Michelle Merola
Adrianna Britt-Gaeta

Field User Meeting Agenda March 29, 2022 5:30pm Scott T. Johnson Recreation Center

Attendance

Field User Agreements & Insurance

Field Maintenance Dates

Closures

Scheduling Fields – Schedules, in writing to recreservations@saratoga-springs.org

Fees

Usage of Lights

Requests in writing

Questions

Attendance: Derrick Legall, Alphonse Lambert, Douglas June, Lisa Morahan, John Hirlman, Amy Smith, Gary Benincasa, David Karpinski

The Field Users met prior to the Recreation Commission with Recreation Department and the DPW Foreman, Gary Benincasa. The Field Agreements and insurance certificates needed to be submitted prior to being on the fields. The organization's insurance must name the City and School District additionally insured on a primary and non contributory basis. Note: If the organization's COI or supplementary pages doesn't specify that the insurance was Primary and Non-Contributory please do not send it. Please ask the organization's insurance carrier to include it.

Field maintenance and closure dates were announced. Fertilization: The City would be fertilizing the fields 3 times this year.

The dates listed below were the dates the park would be closed. These dates were subject to change based on the weather.

Tue, April 19th - East, Vet

Wed, April 20th - West, Rec, North

Wed, June 22nd - East, Vet

Thu, June 23rd - West, Rec, North

Tue, September 13th - East, Vet

Wed, September 14th - West, Rec, North

Schedules: As always please provide your game and practice schedules. Games were scheduled either as 2hr blocks (softball/small fields) or 2.5hr blocks (60/90 fields). Practices should include a start time and end time. If the organization needed lights please let the Department know on the schedule. Schedules must be submitted in writing to recreservations@saratoga-springs.org.

Fields Open: DPW would be monitoring the fields and would notify the Recreation Department as soon as they were open and ready for play. Please make sure to stay off the field until they were deemed safe and ready for use.

Water: DPW would monitor the weather to determine when it was safe to turn on the water. This was generally after there was no threat of freezing. The plumber was currently out. Gary Beninca worked to get things ready in the interim. There was a water spicket between the fields and could run a hose but put a cone near the access point when in use.

Cancellation would be announced at 1pm. Please do not play on fields when not playable.

Fencing had been damaged at West Side Rec. Derrick Legall requested to put up Temporary fencing at West Side Rec. DPW would mow 3 to 4' away like they do at Veteran's Memorial Park around the temporary fencing on the Softball fields.

The turf field remained locked due to vandalism. Someone was shooting off fireworks on the field. A group must reserve the field ahead of time and the field would be unlocked. Groups needed to take pride in the fields. One of the organizations mentioned that other locations charge \$75.00 per hour to utilize their fields and they do not go on until they say they go on. .
Port-a-Johns: The City has ordered the standard port-a-johns for the fields.



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Saratoga Springs Recreation Commission Meeting

Tuesday, March 29, 2022

6:30pm

Recreation Center

Agenda

Attendance

Public Comment

1. Discussion and Vote: Minutes
2. Discussion and Vote: Appointing Program Coordinator
3. Discussion and Vote: Recreation Department Part Time Personnel & Minimum Age
4. Discussion and Vote: Stewarts Holiday Match Donation - \$5,500.00
5. Discussion and Vote: George and Martha Parker Donation - \$2,000.00
6. Discussion and Vote: Shirt Quote
7. Discussion and Vote: Recreation Department Purchases
8. Discussion and Vote: NYS DOH
9. Discussion and Vote: Camp Saradac 2022
10. Discussion and Vote: Pitney Farms Running Program
11. Discussion and Vote: NYS Parks Permit Running Program
12. Discussion: Pickleball Courts
13. Discussion: East Side Rec. Lights
14. Discussion: Waterfront Rental
15. Discussion: Bike Park
16. Discussion: Field User Group Meeting – March 29, 2022 – 5:30pm
17. Announce: Ice Rink User Group Meeting – April 27, 2022 – 5:30pm
18. Discussion: Capital Projects
19. Discussion: General Budget
20. Discussion: Director's Report
21. Discussion: Program Report
22. Discussion: East Side Rec. Field House

Adjournment - Next Meeting – Tuesday, April 25, 2022 - 6:30pm at the Saratoga Springs Recreation Center, 15 Vanderbilt Avenue, Saratoga Springs, NY 12866.

If you cannot attend, please submit questions via email to Recreservations@saratoga-springs.org.



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Saratoga Springs Recreation Commission Meeting Tuesday, March 29, 2022 6:30pm Recreation Center Minutes

Attendance: Derrick Legall, Amy Smith, Alphonse Lambert, Michelle Merola, Adrinna Britt-Graeta, John Hirliman, Lisa Morahan, Brandon Butts.

Derrick Legall, Chairman, called the Saratoga Springs Recreation Commission meeting to order at 6:38pm.

Public Comment – There was no public comments.

- 1. Discussion and Vote: Minutes – The motion to approve the 2022-01-25 Minutes and 2022-02-22 Notes was made by Amy Smith and seconded by Michelle Merola. (Ayes All).**

Derrick Legall welcomed Brandon Butts to the Recreation Department.

- 2. Discussion and Vote: Appointing Program Coordinator – The motion to appoint Brandon Butts to the Recreation Department Program Coordinator position Grade 10 Step 1 effective February 22, 2022 was made by Derrick Legall and seconded by Michelle Merola. (Ayes All).**
- 3. Discussion and Vote: Recreation Department Part Time Personnel & Minimum Age**
The motion to recommend the minimum age requirement to 14 for the Recreation Assistant and Youth Parking positions was made by Amy Smith and second by Derrick Legall. Discussion: The Recreation Commission received a list of 2022 Part Time Personnel. The Recreation Assistant and Youth Parkers positions minimum age requirements were being recommended to be lowered to 14 years of age. Lisa Morahan was the driving force changing the minimum age. This would not include Camp Saradac, Recreation Specialists, and Recreation Leaders positions. **(Ayes All)**
- 4. Discussion and Vote: Stewarts Holiday Match Donation - \$5,500.00 – The motion to accept the \$5,500.00 donation from Stewart’s Holiday Match was made by Amy Smith and seconded by Michelle Merola.** Discussion: The Stewart’s Shops Holiday Match donated \$5,500.00 towards Field Armor’s Batter’s box fortification panels, soccer goals, program and camp scholarships. These activities helped provide participants the skills to excel in the sports/programs and become the leaders of tomorrow. **(Ayes All)**
- 5. Discussion and Vote: George and Martha Parker Donation - \$2,000.00 – The motion to accept the \$2,000.00 donation from George and Martha Parker was made by Amy Smith and seconded by Derrick Legall.** Martha and George Parker donated \$2,000.00 towards Camp Scholarships. **(Ayes All)**



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6. Discussion and Vote: Shirt Quote – The motion to award the shirt quote to Mercury Screen Printing was made by Amy Smith and seconded by Alphonse Lambert.

Discussion: The Recreation Department was requesting approval to award Printed Shirt Quote to Mercury Screen Printing. The estimated total was up to \$15,611.00. The actual orders would vary based on the number of registered participants. The Summary and the shirt quote were attached to the agenda.

Item #1 – Soccer League T-Shirt 50/50	\$8.00 each
Item #2 – Soccer League Coach T-Shirt 50/50	\$6.00 each
Item #3 – Spring Clinics – 50/50 T-Shirt	\$6.00 each
Item #4 – Summer Camp Clinics 50/50 T-Shirt	\$6.00 each
Item #5 – Camp Saradac Campers 50/50 T-Shirt	\$6.00 each
Item #6 – Camp Saradac Counselors 50/50 T-Shirt	\$6.00 each
Item #7 – Camp Saradac Directors Sport Collar	\$11.00 each
Item #8 – Rec. Staff Shirts – ST640 with Collar	\$11.00 each
Item #9 – Field Hockey League Jersey (reversible)	\$12.00 each
Item #10 – Youth Parking Staff – T-Shirt 50/50	\$7.00 each
Item #11 – DPW Short Sleeve T-Shirt 50/50	\$5.00 each
Item #12 – DPW Long Sleeve T-Shirt 50/50	\$8.00 each

(Ayes All)



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7. Discussion and Vote: Recreation Department Purchases

The motion to approve the Recreation Department purchases was made by Amy Smith and seconded by Adrianna Britt-Gaeta. Discussion:

				Qty	Unit Price	Amount
BSN	Soccer Balls	Size 3		120	\$ 10.00	\$ 1,200.00
BSN	Soccer Balls	Size 4		24	\$ 10.00	\$ 240.00
BSN	Soccer Balls	Size 5		12	\$ 10.00	\$ 120.00
BSN	Soccer Nets	STG46N		12	\$ 121.00	\$ 1,452.00
BSN		Estimated Shipping				\$ 270.00
Mercury	Soccer Shirts			425	\$ 8.00	\$ 3,400.00
Mercury	Soccer Coaches Shirts			75	\$ 6.00	\$ 450.00
	A3567344	54170	Budget		\$ 11,490.00	\$ 7,132.00
Mercury	Spring Clinic Shirts			60	\$ 8.00	\$ 480.00
	Volleyballs			12	\$ 20.00	\$ 240.00
	A3567174	546823	Budget		\$ 930.00	\$ 720.00
20 Jr. Sluggers Shirts	A3567174	54173	Budget		\$ 665.00	\$ 160.00
30 Tiny Tball Shirts	A3567174	54170-6022	Budget		\$ 400.00	\$ 240.00
Advertising	Rec.	A3567144	54600	Budget	\$ 2,000.00	\$ 2,000.00
Printing	Rec.	A3567144	54410	Budget	\$ 2,000.00	\$ 2,000.00
Advertising	Camp	A3567154	54600	Budget	\$ 2,300.00	\$ 2,300.00
Printing	Rec. Center	A3567174	54410	Budget	\$ 850.00	\$ 850.00
Advertising	Rec. Center	A3567174	54600	Budget	\$ 250.00	\$ 250.00
Printing	Ice Rink	A3567194	54410	Budget	\$ 500.00	\$ 500.00
Advertising	Ice Rink	A3567194	54600	Budget	\$ 250.00	\$ 250.00
Summer Clinic Shirts PO -	85 @ \$6 = \$510.00	A3567144-548613-6002	Budget	\$ 875.00	\$ 510.00	
	40 @ \$6 = \$240.00	A3567144-548613-6003	Budget	\$ 507.00	\$ 240.00	
	30 @ \$6 = \$180.00	A3567144-548613-6005	Budget	\$ 648.00	\$ 180.00	
	30 @ \$6 = \$180.00	A3567144-548613-6009	Budget	\$ 417.00	\$ 180.00	
	40 @ \$6 = \$240.00	A3567144-548613-6010	Budget	\$ 530.00	\$ 240.00	
	10 @ \$6 = \$660.00	A3567144-548613-6012	Budget	\$ 1,123.00	\$ 660.00	

Mercury - Screen printing

The Fibar Group - Engineer Wood Fibar 150 CY A3567142-52510 Budget \$5,000.00 \$ 4,861.00
 Hadeka Stone Corporation - Red Diamond Baseball Material A3567142-52500 Budget \$5,000.00 \$ 4,550.00
 35 tons \$2,275.00 x 2

(Ayes All)



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8. Discussion and Vote: NYS DOH

The motion to approve the NYS DOH concession stand and Camp renewal permits was made by Amy Smith and seconded by Adrianna Britt-Gaeta. Discussion: The Recreation Department was requesting approval for the annual NYS DOH Concession Stand and Camp renewal permits. (Ayes All)

9. Discussion and Vote: Camp Saradac 2022 - The motion to approve the Camp Field trips and programs was made by Amy Smith and seconded by Alphonse Lambert. Discussion: The Recreation Department registration would begin 2/28/2022 for City Residents and on 3/21/2022 for all. Camp would be held at East Side Rec. and the Recreation Center. Before/After Care would be at the Recreation Center only. The goal was to have field trips this year. The Department would be utilizing the Saratoga School District transportation this year. The Director was looking at two field trips a week and needed to coordinate both sites.

1. The Recreation Department was requesting to have the annual Camp Field trips and programs approved. (Ayes All)

Camp Saradac Field Trip and Special Guest 2022					
Date	Description	# of Campers/ Counselors	Camper Cost	Estimated Program Cost	Deposit
wk1					
06/27/22		120			
06/28/22		0	\$ -		
06/29/22	Ice Rink	120	\$ -		
06/30/22	Uncharted Wild		\$ -	\$ 625.00	
07/01/22	Moreau Lake State Park	110	\$ -	\$ 105.00	
wk2					
07/04/22		110	\$ -		
07/05/22	Jumping Bean Mini Golf	110		\$ 825.00	\$25.00 per day
07/06/22	Peerless Pool	120	\$ -	\$ 70.00	\$ 70.00
07/07/22	Uncharted Wild	110		\$ 625.00	
07/08/22	At Greenfield Field Days	110			
wk3					
07/11/22	Climb Time	110	\$ -	\$ 1,425.00	
07/12/22	Jumping Bean Mini Golf	110		\$ 825.00	\$25.00 per day
07/13/22	Howe Caverns	120	\$ -	\$ 1,680.00	\$ 1,680.00
07/14/22	Uncharted Wild	110		\$ 625.00	
07/15/22	Moreau Lake State Park	110	\$ -	\$ 105.00	
wk4					
07/18/22		0	\$ -		
07/19/22	Wildlife Institute of Eastern NY	110		\$ 800.00	
07/20/22	Saratoga County Fair	150	\$ 13.00	\$ 1,950.00	
07/21/22	Uncharted Wild	110	\$ -	\$ 625.00	
07/22/22	Greenfield Field Days	350	\$ 2.00	\$ 625.00	
wk5					
07/25/22		110			
07/26/22	Wildlife Institute of Eastern NY	110		\$ 800.00	
07/27/22		120	\$ -		
07/28/22	Uncharted Wild	110		\$ 625.00	
07/29/22	Moreau Lake State Park	110	\$ -	\$ 105.00	
wk6					
08/01/22		120	\$ -		
08/02/22	Ben and Jerry's & Congress Park	150	\$ 3.00	\$ 450.00	
08/03/22	Sky Zone	110	\$ -	\$ 2,000.00	
08/04/22	Uncharted Wild	110		\$ 625.00	
08/05/22	Moreau Lake State Park	110	\$ -	\$ 105.00	
wk7					
08/08/22	Maglo Mike	120	\$ -	\$ 700.00	
08/09/22		0	\$ -		
08/10/22	Saratoga Strike Zone	150	\$ 15.00	\$ 2,250.00	
08/11/22	Uncharted Wild	110		\$ 625.00	
08/12/22	Peerless Pool	110	\$ -	\$ 70.00	\$70.00
wk8					
08/15/22		110	\$ -		
08/16/22		110			
08/17/22	Sky Zone	120	\$ -	\$ 2,000.00	
08/18/22		110			
08/19/22	BBQ	110		\$ 250.00	
TOTALS				\$ 20,323.00	
		A3567154	54500 Programs and Trips	\$ 18,420.00	
		A3567154	54350 Pool	\$ 1,700.00	
		A3567154	54360 Special/Food (BBQ)	\$ 203.00	



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Camp Vendors 2022

Event	Rental Fee	Deposit	Dates of Visit	Description
Camp Safety Day	\$0	\$0	June 28th	Onsite- Camp Safety Day w/ FD and FD
Uncharted Wild LLC	\$525 per day		June 30th, July 7, 14, 21, 28, Aug 4, 11	Onsite - Brings animals in for show and tell
Saratoga Youth Ballet			July 5-9 and August 15-19th	Onsite- Teaches the kids to Dance
Jumping Bean	\$629 per day	\$25 per day	July 3th REC, July 12th EASTSIDE	Onsite- Delivers putt putt course in AM and picks up course in PM
Climb Time	\$1,425	\$0	July 11 -1 visit East Side and Rec Center	Onsite- Brings a Portable Rock wall and campers climb wall. Monitored by climb
Wildlife Institute of Eastern NY	\$800 for both	\$0	1 proposed July 19 July 26 Rec Center and East side	Onsite- Brings birds in for show and tell
Mr Ding a Ling	\$2 pp	\$0	22-Jul	Onsite- Delivers ice cream
Mr Magic Mike	Est. \$700		Aug 8th Both locations	Magic performance
Saratoga Ice Rink	\$0	\$0	June 29th	Field Trip- Skating at ice rink
Moreau State Park	\$33 per bus	\$0	July 1,15,29 and August 3	Field Trip- Swimming included
Peerless Pool	\$33 per bus	\$140	July 6, August 12	Field Trip- Swimming included
Greenfield Field day	\$0	\$0	July 8th	Field Trip- Play field games with Town of Greenfield at greenfield School
Howe Caverns	\$1,680	\$1,680	13-Jul	Field Trip- visit caverns, they provide a tour
Saratoga County Fair	\$13 per person	\$0	July 20th	Field Trip- Trip to county fair. Includes admission and rides. Doesn't include lunch
Spa State Park	0	\$0	July 27th	Field Trip- Nature walk
Ben & Jerry's	\$3 per	\$0	August 2 Rec Center and East Side	Field Trip- Buying ice cream from them
Strike Zone	\$13 per camper	\$0		Field Trip- includes bowling, bumper cars, lunch, ball pit
Skyzone	\$2000 per visit	\$0	August 3 and 17	Field Trip- Clifton park Sky zone. Includes 2hrs of jumping
Saratoga School Bus Transportation	Varies	\$0	Submitted list to school	For Buses: City contracts to pay school for bus rentals and staff. Staff are not employed by city
Saratoga Tents & Events	\$3,680	30%	Full Summer	Provide a tent a both locations for the full summer

2. **The motion to approve Saratoga Tents & Events rentals at \$3,680.00 was made by Adrianna Britt-Gaeta and seconded by Michelle Merola.** Discussion: The Recreation Department was requesting approval for \$3,680.00 (50% deposit) to Saratoga Tents & Events for the Camp Season. **(Ayes All)**

3. **The motion to approve the NYS Bus Permit was made by Adrianna Britt-Gaeta and seconded by Michelle Merola.** Discussion: NYS Bus Permit - \$ 35.00 – per bus per Visit:
 - a. \$140.00 – Saratoga Spa State Park – Peerless Pool - 2 buses x 2 trips
 - b. \$525.00 – Moreau Lake State Park 3 buses x 5 trips **(Ayes All)**

4. **The motion to approve the It's Climb Time LLC service Agreement was made by Adrianna Britt-Gaeta and seconded by Michelle Merola.** Discussion: It's Climb Time LLC Service Agreement value was for \$1,425.00 for both sites. **(Ayes All)**



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5. Summer School Fee Request – **The motion to approve the Summer School fee request was made by Adrianna Britt-Gaeta and seconded by Michelle Merola.**
Discussion: The camper would be utilizing camp 1.75 hours at the end of the day being dropped off at approximately 2:50pm at the Recreation Center via school bus. It was being recommended a weekly fee of \$ 120.00. The aftercare fee (\$50/week) would be additional. **(Ayes All)**

10. **Discussion and Vote: Pitney Farms Running Program –The motion to approve the Pitney Farms agreement for the running program was made by Alphonse Lambert and seconded by Derrick Legall.**
Discussion: The boys and families running program would be running at Pitney Farms this summer at no charge. **(Ayes All)**

11. **Discussion and Vote: NYS Parks Permit Running Program – The motion to approve the NYS Park Permit for the running program was made by Alphonse Lambert and seconded by Derrick Legall.**
Discussion: The Permit application was for the girls running program this summer. **(Ayes All)**

12. **Discussion: Pickleball Courts** - The Director was getting requests to rent out the pickleball outdoor courts. The courts would not be rented for events. The Recreation Commission members were recommending looking at adding pickleball lines to the Geyser Crest basketball courts. The Recreation Commission discussed adding more pickleball leagues. The members asked about using only part of the courts and leaving some of the courts open for the public. The fees were discussed. The coordinator was discussed. The Director explained that pickleball was a social sport. The league was split into two leagues. The differences between paddleball and pickleball were discussed. The issues with the pickleball sign ups were discussed.

13. **Discussion: East Side Rec. Lights** – The lights had been turned on at East Side Rec. courts until 9pm. The lights would go to 10pm around May 14 and back to 9pm after Labor Day.

14. **Discussion: Waterfront Rental** – DPW requested input on waterfront rental. Shurable would like to rent kayaks and items at the water front. The Recreation Commission discussed the possibilities of renting items at the waterfront. Amy Smith asked if the organization was going to put a sign up and the City was getting a percent from the rental. She asked would the Department need an RFP. There was no swimming & no motorized boating allowed at the water front. The Recreation Commission was looking at if it made sense. Michelle Merola concerned that there was no training on site. Derrick Legall said the person would be renting at own risk. The Commission would like to wait at this time. The Commission was open to the ideas. The Assistant Administrative Director –Recreation recommended partnering with the Lake Association on upcoming programs.

15. **Discussion: Bike Park** – The Recreation Commission discussed the Bike Park. Risk and Safety and DPW were on board. West Side Options were being looked at.

16. **Discussion: Field User Group Meeting – March 29, 2022 – 5:30pm at the Rec. Center** – The Field Users met at 5:30pm. Derrick Legall was concerned that the City had only one plumber. John Hirliman explained that with the weather that the pipes could freeze and break if the water was turned on. DPW would get it done.



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17. **Announce: Ice Rink User Group Meeting – April 27, 2022 – 5:30pm at the Ice Rink.** The Ice Rink user group meeting was announced.
18. **Discussion: Capital Projects** – The Capital budget summary was discussed. The Capital projects were discussed including playgrounds, Recreation Center, and parking lot.
19. **Discussion: General Budget** – The General Budget information from the MUNIS February 2022 and Yearend Revenue & Expenditure Summary, & the Yearend 2018-2021 Actuals Revenue, & Expenditure Summary reports was discussed. In 2021, according to the reports, rose over \$1.2M which was over \$100,000 more than budgeted, and spent over \$1.8M but saved over \$300,000.
20. **Discussion: Director’s Report** – The Director’s report was given.
The department was exploring E-Sports programs for the fall. The Department had met with GGLeagues, an e-sports company, a couple of times and was close to finalizing the details to present to the Commission. Spring Programs included soccer program and league, tee-ball & Jr. Sluggers Clinics, volleyball, intro to ice skating, boxing, and bowling. The Department maxed out in all of our classes except Bowling which was canceled due to low enrollment. The Department was in need of spring soccer coaches so the Department can open up more spots for players. Spring Soccer would begin April 23rd. The Department launched summer registration on March 21st along with our summer brochure. The Director was working with On Deck to do a clean-up project at the skate park. He hoped to have more details later in the spring.
Rec Center Parking Lot: The parking lot area has been cleared and DPW is working in house on the design of the lot. Camp registration opened February 28th for City Residents and March 21st for Non City Residents. There were very limited spots available. The Department was looking for 12 more counselors for the summer.
21. **Discussion: Program Report** – The Spring 2022, Summer 2022, Camp Saradac East Side and Camp Saradac Recreation Center Community Pass Statistic reports were discussed.
22. **Discussion: East Side Rec. Field House** – The Recreation Department was looking to furnish the East Side Rec. Field House for Camp and Teen Center. The Assistant Administrative Director-Recreation was looking for permission to get sponsors. She had a contact that was in design. She had a contact in a band that was willing to donate music equipment for a teens program. Alphonse Lambert remembered having lunch at East Side Rec. Michelle Merola had a contact in design if needed.
The Administrative Director-Recreation requested a vote to be added to the agenda:
The motion to authorize obtaining sponsors to furnish the East Side Recreation Field House was made by Amy Smith and seconded by Alphonse Lambert. (All Ayes)
The Commission liked the idea of upgrading the field house. The equipment would be needed for the upcoming Camp season. Derrick Legall recommended that the Recreation Commission meet at the East Side Recreation Field House in April. Derrick Legall recommended everyone bring their own chair.

Adjournment – The motion to adjourn was made by Adrianna Britt-Gaeta and seconded by Amy Smith at 8:16p.m. The Next Meeting will be on Tuesday, April 25, 2022, 6:30pm, at the Scott T. Johnson Recreation Center, 15 Vanderbilt Avenue, Saratoga Springs, NY 12866. **(Ayes All)**

Respectfully submitted,

Kathleen Lanfear