

**Village of Kinderhook**  
**Recreation Commission**  
**Regular Meeting Minutes - October 10, 2022**  
**Village Hall - In-Person**

**Present:** Mark Plakias - Vice Chair, Dave Dellehunt, Quinn Murphy, Peter Santamaria - Alternate Member

**Absent:** Amber van Moessner - Chair, Shannon Eigenbrodt, Cammy Salazar

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

Meeting called to order at 7:08 pm.

Motion made for P. Santamaria to serve as the Alternate Member at tonight's Regular Meeting of the Recreation Commission, October 10, 2022.

Motion: M. Plakias; Second: D. Dellehunt. Motion carried.

**Minutes:** Motion made to approve the Regular Meeting Minutes of September 12, 2022. Moved: M. Plakias; Second: Q. Murphy. Motion carried.

**Correspondence:** Received from Commission Member, Jennifer Blood, her resignation indicating she will no longer be able to serve on the Recreation Commission. The Commission accepts her resignation and appreciates her time served as a Commission Member.

As a result of Jennifer Blood's resignation, motion made to move forward the Alternate Member's name, Peter Santamaria, to the Village Board for their approval at their next meeting on October 12, 2022, serving out the remainder of J. Blood's term. (Term ends March 2026)

Motion: M. Plakias; Second: D. Dellehunt. Motion carried.

D. Weir to bring forward the request to fill the empty seat to the Village Board.

**Old Business:**

**Community Night**

C. Salazar who orchestrated the event is not present at tonight's meeting for debriefing, however, comments from those present include:

- Great event! C. Salazar was resolute and brought new learnings to the process, terrific job Cammy along with her family!
- Approximately 250-300 in attendance
- May want to consider for next year the House of History for parking, would need their permission, their field may have to be mowed. "The School" would be another thought.
- Saisonier booth was a great addition, A. van Moessner and D. Weir were instrumental in making that happen. D. Weir recommended that signage would be needed next year in the roped off area to indicate the need to remain in that area with alcoholic drinks. Tables would have been nice to have in the roped off area and should be considered for next year.
- P. Santamaria suggested having a portable chalk sign that could be used for events.
- A-frame sign: another package of letters would be helpful and should be purchased.
- Vendor/activity layout was good, families went from one activity to another while waiting for the hayride. The hayride was a hit. Vendor satisfaction was high.
- Cotton candy, ice cream, popcorn were a hit. Ran out of cups for ice cream. S. Eigenbrodt made the cotton candy the night before and bagged it, filled bags went quick and could have easily had more. Need two people for the popcorn or four rotating out next time.
- An additional food truck would have been nice.
- Little League was pleasantly surprised with their sales and would be happy to come back next year.
- Clean-up: everybody did their part in making sure everything was cleaned up and in good order.

**Outdoor Sign - Repair Update**

C. Salazar had planned to meet with Deputy Clerk, Nicole Heeder, to discuss sign content and then connect with the sign vendor for pricing. D. Dellehunt would like to see a more flexible sign without the need to go out to the vendor each time an event needs posting, a sign which could be more interchangeable. Perhaps the vendor could give suggestions on how we could create a more flexible sign, reducing the cost of replacing the full sign for each event.

**New Business:**

**Halloween**

D. Dellehunt is heading up this event and updated the Commission as follows:

- Ordered and received all prizes for the games and awards. Leftover medals from last year will be used.
- Candy and candy bags will be purchased this week. D. Dellehunt will prepare candy bags, 150-200 bags.
- Event on Saturday, October 29th, will need help with:
  - Set-up @ 10 am - (Need at least 6 people)
  - All items needed for setup are upstairs in Van Buren Hall, games, etc. D. Dellehunt and M. Plakias to meet at 9 am to pull necessary items out for use.
  - DPW to put tables in the bandstand - 5 tables needed: 1 for food, 1 for candy, 2 for games, 1 for prizes
  - D. Weir to order and pickup donuts, cider, napkins and cups and will serve at the food table until she needs to leave for costume judging.
  - 1 to 2 people needed to work the game table
  - Help needed on stage for contest. Trustees and Mayor to assist in judging, D. Weir to inform them at the Village Meeting
  - Microphone or bullhorn needed, M. Plakias has wireless mic and will test in the morning, power is available in the bandstand
  - Someone will need to work the candy table
  - D. Dellehunt will bring extension cords for inflatables
- Event starts at 1:30 - 2:45 pm
- A. van Moessner to create flyer and will add the KBPA's event at 3 pm to it. Flyer will be sent via email blast. A. van Moessner, M. Plakias, and D. Weir to place posters around the Village.
- Sandwich board sign needs to be placed outside, D. Weir and M. Plakias to team up and work on sign and its placement.
- Kinderhook Business Professional Association (KBPA) will have the reading at 3 pm behind the Vanderpoel House. The headless horseman & horse will not be available this year.
- Alternate plan if it rains - Van Buren Hall if desk and files are removed in time or possibly the Silvester Center. Tents were used last year, from D. Dellehunt, A. van Moessner, and the Village. It was recommended that the Commission budget for a tent next year to have on hand for inclement weather. M. Plakias to check weather conditions on October 28th and will touch base with D. Dellehunt for event planning.

**Commission Member List**

J. Bujanow to update the list of Commission Members, phone numbers, and term dates and will forward out to Commission.

### **Social Media**

Social media policy is in place. C. Salazar was recently appointed Publicity Officer. M. Plakias would like to see an inventory of outlets/venues that can be used to get the word out for events. Discussion tabled for next month's meeting.

### **Bylaws**

Need to review and make necessary changes for the Village Code Book. Request to Commission members was made to review and bring changes to next month's meeting. Tabled for next month's meeting.

### **Recreation Commission Liaison Updates**

- Playground Install
  - D. Weir is having difficulty in her attempts to get a ship date for the playground equipment from Miracle. The person who took the Village's order no longer is working for the company. The person D. Weir has reach out to and talked with refuses to give her a date. D. Weir to check if there is a cancellation fee in the contract. The Village's Attorney may need to get involved in this transaction. No \$\$ have been paid out to-date by the Village. May have to consider cancelling and purchasing from a different company.
- Little Free Library
  - DPW is no longer able to put together the book boxes for the Little Free Library due to their tight schedule and has made arrangements with Questar to build them. Questar will not be charging for materials and labor. Although the DPW had planned to use composite material, Questar will be using regular wood, 2 x 4's, plywood, and a shingle roof. The book boxes can be painted to preserve their usefulness. Two book boxes will be placed in Rothermel Park, one for children and one for teens/adults and the other book box in Mill's Park.
  - Since the Library paid for half the costs of the book boxes and since there is no longer a charge for materials and labor, their donation needs to be returned and request their funds be used for books instead of its original intent.
  - Charter plaques have been ordered for each of the book boxes.

Motion made to return the check to the Library and request in-kind donation for books for the three book boxes.

Motion: M. Plakias; Second: P. Santamaria. Motion carried.

- Budget
  - D. Weir requested to table the budget to next month's meeting, will have up-to-date numbers at that time.
  - D. Weir noticed when she was signing vouchers this week that there was a charge of \$297, a \$5 insurance charge, and a credit for unused product of \$80.70 from Mario's for the popcorn and cotton candy machine. A. van Moessner, when placing the order for the machines for the event, was told there would be no charge. There wasn't anything in writing to dispute the no charge claim, D. Weir to report back next month with final costs.
  - D. Weir plans to meet with the DPW tomorrow morning to discuss the \$1,600 in the budget for the skating rink supplies, sealing of the basketball court, re-lining the court in the Spring, and the tennis courts - all projects at Rothermel Park. D. Weir to report back at the next month's meeting.

Next meeting is scheduled for November 14, 2022.

Motion made to adjourn at 8:12 pm.

Moved: M. Plakias; Second: D. Dellehunt. Motion carried.

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Jacqueline Bujanow,  
Secretary, Recreation Commission

§ A108-1 RECREATION COMMISSION BYLAWS § A108-1

Chapter A108

RECREATION COMMISSION BYLAWS

- § A108-1. Annual meeting.
- § A108-2. Regular meetings.
- § A108-3. Special meetings.
- § A108-4. Memberships.
- § A108-5. Quorum.
- § A108-6. Voting.
- § A108-7. Proceedings.
- § A108-8. (Reserved)
- § A108-9. Officers.
- § A108-10. Election of officers.
- § A108-11. Duties of officers.
- § A108-12. Vacancies.
- § A108-13. (Reserved)

**[HISTORY: Adopted by the Board of Trustees of the Village of Kinderhook 3-11-85. Amendments noted where applicable.]**

§ A108-1. Annual meeting.

The annual meeting of the Recreation Commission shall be held on the first regular meeting in the month of September of each year hereafter. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Recreation Commission.

**§ A108-2. Regular meetings. [Amended 9-9-85]**

Regular meetings of the Recreation Commission shall be held in the Village Hall on the third Wednesday of each month at 7:30 p.m. At such meetings shall be considered any and every matter properly brought to the attention of the Recreation Commission without the necessity of prior notice thereof given to any members.

**A108-3. Special meetings.**

Special meetings of the Recreation Commission shall be held at a time and place designated by the officer calling the same and shall be called by the Chairman or Secretary. Verbal or written notice thereof shall be given to all the members not less than twenty-four (24) hours in advance thereof.

**§ A108-4. Memberships.**

The Recreation Commission shall consist of seven (7) members. The terms of office shall be seven (7) years, with no two (2) terms being of the same length unless filling a vacancy.

**§ A108-5. Quorum.**

At any meeting of the Recreation Commission, a quorum shall consist of a majority of the then-designated members of the Board. No action shall be taken in the absence of a quorum, except that those members present shall be entitled to call a special meeting at a subsequent date.

**§ A108-6. Voting.**

At all meetings of the Recreation Commission, each member properly appointed and attending shall be entitled to cast one (1) vote. Voting shall be by voice. In the event that any member present shall have a personal interest of any kind in a matter then before the Recreation Commission, he shall be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that no vote

**§ A108-6 RECREATION COMMISSION BYLAWS § A108-9**

was cast by such member. A majority vote of the members present shall be necessary for the adoption of any proposed action, resolution or other voting matter.

**§ A108-7. Proceedings.**

A. At any regular meeting of the Recreation Commission, the following shall be the regular order of business:

- (1) Roll call.
- (2) Read and approve minutes of the preceding meeting.
- (3) Communications.
- (4) Reports and action on old business.
- (5) New business.
- (6) Agenda for next succeeding meeting.
- (7) Adjournment.

B. Each formal action of the Recreation Commission required by law, rule or regulation shall be embodied in a formal resolution duly entered in full upon the minute book after an affirmative vote as provided in § A108-6 hereof. Each resolution so adopted shall specifically authorize, if necessary, the use and imprint of the official signature of this Recreation Commission as hereinafter defined, and such official signature shall not be used unless so authorized.

**§ A108-8. (Reserved)**

**§ A108-9. Officers. [Amended 9-9-85]**

The officers of the Recreation Commission shall consist of a Chairman, Publicity Officer and a Vice Chairman, each of whom shall serve for a term of one (1) year with option for reelection.

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<sup>1</sup> Editor's Note: Former § A108-8, Rules of procedure, was repealed 9-9-85.



**§ A108-10. Election of officers.**

The officers of the Recreation Commission shall be elected for the ensuing year at the annual meeting of the Recreation Commission. In the event the Secretary shall be absent from any meeting, the officer presiding shall designate another member of the Recreation Commission to act pro tem in place of the Secretary.

**§ A108-11. Duties of officers.**

The duties and powers of the officers of the Recreation Commission shall be as follows:

**A. Chairman.**

- (1) To preside at all meetings of the Recreation Commission.
- (2) To call special meetings of the Recreation Commission in accordance with these bylaws.
- (3) To sign, together with the Secretary, all official documents of this Recreation Commission in accordance with the requirements of these bylaws.
- (4) To see that all reports, documents and actions of the Recreation Commission are properly made, executed, filed or taken, as the case may be, in accordance with law and the actions and regulations of the Recreation Commission.
- (5) To submit to the Village Board for approval the recommended actions of the Recreation Commission as required.

**B. Publicity Officer.**

- (1) To arrange all publicity for the Commission.

**C. Vice Chairman. [Amended 9-9-85]**

- (1) To carry out all duties of the Chairman in the Chairman's absence.

**§ A108-12 RECREATION COMMISSION BYLAWS § A108-13**

**§ A108-12. Vacancies.**

- A. Membership.** Should any vacancy occur among the members of the Recreation Commission by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the Clerk of the municipality by the Secretary. The Recreation Commission shall then solicit new members and submit nominees to the Village Board for approval. Approved nominees will fill the vacant term.
- B. Officers.** Should any vacancy occur among the officers of the Recreation Commission, the vacancy shall be filled by election at the next regular meeting of this Recreation Commission, the officer so elected to serve the unexpired term of the office in which such vacancy shall occur.

**§ A108-13. (Reserved)<sup>1</sup>**

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<sup>1</sup> Editor's Note: Former § A108-13, Official signature, was repealed 9-9-85.

# 2023

## -JANUARY-

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