

**Town of Ontario  
Town Hall  
Supervisor Ben Aman  
315.524.7105**



**March 24 , 2025  
6:30 p.m.**

**I. CALL TO ORDER/PLEDGE**

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

**1. March 10<sup>th</sup> (Attached)**

**IV. TOWN CLERK CORRESPONDENCE**

**V. REPORTS**

**VI. UNFINISHED BUSINESS**

**VII. NEW BUSINESS**

- 1. Motion to accept LOC release to Pine Creek Grading and Excavating for Shorewood Estates- Phase III (Attached)**
- 2. Motion to accept resolution of the Bear Creek harbor REDI project (Attached)**
- 3. Motion to authorize posting of Recreation Leader at Parks & Recreation (Attached)**

**VIII. BUDGET ADJUSTMENTS**

**IX. APPOINTMENTS/ RESIGNATIONS**

- 1. Motion to hire Joshua Hankerson to Parks and Recreation part-time/seasonal labor, at \$15.50/hr. (Attached)**
- 2. Motion to hire Salvatrice Vereecke to Parks & Recreation as part-time counter attendant, at \$15.50/hr. (Attached)**
- 3. Motion to appoint Barbara Morrill to the Ethics Board to fill the open position. (Attached)**

**X. WORKSHOP ITEMS**

**XI. PUBLIC COMMENTS**

**XII. APPROVAL OF CLAIMS**

**XIII. BOARD MEMBER COMMENTS**

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

Next Meeting April 14, 2025

**Looking for Official  
Information in an  
Ontario Emergency?**



Sign-up up to receive alerts via phone  
call, text, email and social media  
use QR code or visit

<https://www.smart911.com/smart911/ref/reg.action?pa=ontariotown>



**Need Help Signing Up?**

**Monday  
March 31  
at  
Ontario Public  
Library**

**1:00-3:00  
and  
5:00-6:30**

Drop-in and Kate Baranek of the Town of  
Ontario and Anne, Library Director, will be  
helping to sign-up for this free program!



**RAVE**  
MOBILE SAFETY  
a Motorola Solutions Company

During a town-wide emergency, it is important to get updates and  
information from an official source and the Town of Ontario has you covered!

**MARCH 10, 2025**

**ONTARIO TOWN BOARD MEETING**

A regular meeting of the Ontario Town Board was called to order by Supervisor Ben Aman at 6:30 p.m. in the Ontario Town Hall meeting room. Present were Supervisor Aman, Council members: Mark D'Angelo, Joseph Catalano, Debra Hibbard, Kathleen Leszyk, Town Engineer/Water Superintendent Michael Hershelman, Director of Recreation & Parks William Riddell, Highway Superintendent Abram Boerman, Library Director Anne Rehor, Attorney for the Town Matthew St. Martin Esq., and Town Clerk Shelley LaRocca.

Mr. Aman led the Pledge of Allegiance.

Seven residents were present during portions of the meeting.

**Revisions to the Agenda** – A motion was made by Mr. D'Angelo, seconded by Mrs. Hibbard, **to approve the agenda with the following revisions: Reports: Supervisor, Building, Justice Court. New Business: Amend item #6 to just be the purchase of a backhoe and approval of a contract with Wayne County Senior Center Lunch Services. Budget Adjustments: Motion to approve budget line transfers.** 5 Ayes 0 Nays  
MOTION CARRIED

**Approval of Minutes** – A motion was made by Mr. Catalano, seconded by Mr. D'Angelo, **to approve the meeting minutes for February 27, 2025, as presented.** 4 Ayes 0 Nays 1 Abstain (Aman) MOTION CARRIED

**Reports** – A motion was made by Mrs. Hibbard, seconded by Mr. D'Angelo, **to accept the monthly reports for Town Clerk, Assessor, Parks & Recreation, Water, Wastewater, Library, Highway Supervisor, Building and Justice Court as presented.** 5 Ayes 0 Nays (Leszyk voted Nay for the Supervisors report only)  
MOTION CARRIED

**New Business** – A motion was made by Mrs. Leszyk, seconded by Mr. D'Angelo, **to authorize the Supervisor to attend the AOT Town Finance and Personnel School in Saratoga Springs on April 21 - April 24, 2025.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. D'Angelo, seconded by Mrs. Leszyk, **to authorize Michael Hershelman and Andrew Kujawski to attend NYAWWA's Annual Water Event Conference located in Saratoga Springs April 15-April 17, 2025, for a cost not to exceed \$2000.00 and will be paid from budget code EW.8310.400.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. D'Angelo, seconded by Mrs. Hibbard, **to authorize payment of Application #23 to Blue Heron Construction – Contract 1, for the WWTP Improvement Project for \$19,092.48.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mrs. Leszyk, seconded by Mr. D'Angelo, **to authorize payment of Application #24 to Blue Heron Construction – Contract 1, for the WWTP Improvement Project for \$11,792.28.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mrs. Leszyk, seconded by Mr. Catalano, **to accept the no cost change order from Blue Heron Construction to extend the time limit to complete punch list items.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mrs. Hibbard, seconded by Mr. D'Angelo, **to award the New York Main Street Grant Administration Contract to Labella for Professional Services which could total \$26,250.00 and will be paid from the grant award.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. D’Angelo, seconded by Mrs. Hibbard, **to authorize the supervisor to sign the site access agreement/easement with Wayne County for 396 Ridge Rd. Ontario, NY 14519.** 5 Ayes 0 Nays  
MOTION CARRIED

A motion was made by Mr. D’Angelo, seconded by Mrs. Leszyk, **to authorize the purchase of a new 2025 Milton CAT 420XE backhoe. The backhoe will be purchased on NYS Contract No. PC69406 and the purchase price \$155,855.00 will be paid from fund EW.8340.200.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. D’Angelo, seconded by Mrs. Leszyk, **to authorize the supervisor to sign the Senior Center Contract for lunch services with Wayne County Department of Aging and Youth for 2025.** 5 Ayes 0 Nays MOTION CARRIED

**Budget Adjustments** – A motion was made by Mrs. Hibbard, seconded by Mr. D’Angelo, **to approve the recommended budget line transfers for year ended 12/31/2024 as presented.** 5 Ayes 0 Nays MOTION CARRIED

**TOWN OF ONTARIO  
RECOMMENDED BUDGET LINE TRANSFERS  
FOR YEAR ENDED 12/31/2024**

<b>General Fund</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Budget vs YTD Actual Diff</b>	<b>Transfer From</b>	<b>Transfer To</b>	<b>Revised Budget</b>
AA.1320.4 Auditor Contr	30,415.00	13,050.00	(17,365.00)		(17,365.00)	30,415.00
AA.1380.4 Fiscal Agent Fees, Contr Expend	6,796.50	5,000.00	(1,796.50)		(1,796.50)	6,796.50
AA.1410.4 Town Clerk Contr	15,993.35	12,035.00	(3,958.35)		(3,958.35)	15,93.35
AA.1420.4 Attorney Contr	51,846.50	95,000.00	43,153.50	17,365.00		77,635.00
AA.1620.2 Buildings Equip	97,219.83	43,800.00	(53,419.83)		(53,419.83)	97,219.83
AA.1620.4 Buildings Contr	264,193.04	326,354.00	62,160.96	53,419.93		272,934.07
AA.1650.4 Central Comm Contr	97,038.76	82,000.00	(15,038.76)		(15,038.76)	97,038.76
AA.1910.4 Unallocated Ins.	76,671.56	72,000.00	(4,671.56)		(4,671.56)	76,671.56
AA.1950.4 Taxes & Assessments on Property	4,723.38	3,400.00	(1,323.38)		(1,323.38)	4,723.38
AA.1990.4 Contingent Account	0.00	31,250.00	31,250.00	31,250.00		
AA.3620.1 Safety Insp Pers Serv	174,858.09	135,000.00	(39,858.09)		(39,858.09)	174,858.09
AA.3620.2 Safety Insp. Equip	26,921.01	45,800.00	18,878.99	18,878.99		26,921.01
AA.5132.4 Garage Contr	10,589.03	32,000.00	21,410.97	21,410.97		10,589.03
AA.5182.4 Street Lighting Contr	31,683.97	25,000.00	(6,683.97)		(6,683.97)	31,683.97
AA.6989.1 Economic Dev. Pers Serv	16,373.60	27,850.00	11,476.40	11,476.40		16,373.60
AA.6989.4 Economic Dev Contr	4,996.12	1,000.00	(3,996.12)		(3,996.12)	4,996.12
AA.7020.1 Recreation Admin Pers Serv	107,582.31	111,328.00	3,745.69	1,422.22		109,905.78
AA.7020.4 Recreation Admin Contr	36,801.17	27,300.00	(9,501.17)		(9,501.17)	36,801.17
AA.7140.1 Playgrounds/Rec Centers Pers Serv	59,288.22	57,866.00	(1,422.22)		(1,422.22)	59,288.22
AA.7140.2 Playgrounds/Rec Centers Equip	0.00	7,500.00	7,500.00	7,500.00		
AA.7140.4 Playground/Rec Centers Contr	20,043.35	19,000.00	(1,043.35)		(1,043.35)	20,043.35
AA.7150.2 Community Center Equip	3,854.99	12,000.00	8,145.01	1,043.35		10,956.65
AA.7150.4 Community Center Contr	43,795.72	62,500.00	18,704.28	2,353.63		60,146.37
AA.7180.1 Special Rec Facilities Pers Serv	11,091.62	37,124.00	26,032.38	8,568.02		28,555.98
AA.7130.1 Youth Programs Pers Serv	88,145.02	79,577.00	(8,568.02)		(8,568.02)	88,145.02
AA.7130.4 Youth Programs Contr	32,256.61	53,050.00	20,793.39	20,793.39		32,256.61
AA.7550.4 Celebrations Contr	5,515.00	5,000.00	(515.00)		(515.00)	5,515.00
AA.8010.1 Zoning Pers Serv	17,247.08	23,300.00	6,052.92	6,052.92		17,247.08

AA.8020.1 Planning Pers Serv	19,137.32	23,300.00	4,162.68	4,162.68		19,137.32
AA.8020.4 Planning Contr	161,895.11	129,950.00	(31,945.11)		(31,945.11)	161,895.11
AA.8160.4 Refuse/Garbage Contr	18,754.08	15,000.00	(3,754.08)		(3754.08)	18,754.08
AA.9055.8 Disability Insurance	986.99	150.00	(836.99)		(836.99)	986.99
AA.9060.8 Hospital & Medical Insurance	335,406.43	474,415.00	139,008.57	117,309.99		357,105.01
AA.9950.9Transfer Capital Projects	117,309.99	0.00	(117,309.99)		(117,309.99)	117,3009.99
<b>Total Expenses</b>	<b>1,989,430.75</b>	<b>2,088,899.00</b>	<b>99,468.25</b>	<b>323,007.49</b>	<b>(323,007.49)</b>	<b>2,088,899.00</b>
<b>Highway Fund</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Budget vs YTD Actual Diff</b>	<b>Transfer From</b>	<b>Transfer To</b>	<b>Revised Budget</b>
DA.5130.430 Machinery - Parts	121,807.29	105,000.00	(16,807.29)		(16,807.29)	121,807.29
DA.5130.435 Machinery - Uniforms	5,073.67	5,000.00	(73.67)		(73.67)	5,073.67
DA.5140.450 Brush & Weeds - Fuel	110,154.78	135,000.00	24,845.22	16,880.96		118,119.04
DA.9010.800 State Retirement	67,117.00	44,601.00	(22,516.00)		(22,516.00)	67,117.00
DA.9060.800 Hospital & Medical Insurance	174,983.78	218,213.00	43,229.22	22,516.00		195,697.00
<b>Total Expenses</b>	<b>479,136.52</b>	<b>507,814.00</b>	<b>28,677.48</b>	<b>39396.96</b>	<b>(39,396.96)</b>	<b>507,814.00</b>

**Workshop Items** – A discussion was held on the Assessor position. The board will have discussions with the current staff, update the job description and determine the needs of the position.

**Public Comment** – general comments received regarding the recent watermain break, town communications and the assessing office.

**Board Member Comments** – Board members thanked the water department for their efforts during the water main break, there were congratulations to the Wayne Boys Basketball team on their sectionals victory, discussion on the towns RAVE communication system, the event at Shadow Hill for the first “tree tap” of the season as well as other updates and acknowledgements.

**Approval of Claims** – A motion was made by Mrs. Hibbard, seconded by Mr. D’Angelo, **to approve the abstract of claims for March 10, 2025, with a grand total of \$237,488.68 and to authorize the Supervisor to issue payments for the same.** 4 Ayes 1 Nays (Leszyk) (Mrs. Leszyk stated she will not approve the abstract without having access to current and up to date budgetary reports.) MOTION CARRIED

**Adjourn** – A motion was made by Mrs. Hibbard, seconded by Mr. D’Angelo, **to adjourn at 8:08 p.m.** 5 Ayes 0 Nays MOTION CARRIED

Respectfully submitted,

Shelley LaRocca

Town Clerk

The above minutes will become official upon approval of the town board.

Memo #25-03

To: Town Supervisor, Ben Aman  
Town Board Members

From: Brian Smith, Code Enforcement Officer

Date: March 10, 2025

Re: Shorewood Estates-Phase III LOC Release-Final

The Building Department would like to request Town Board approval of a final Letter of Credit Release to Pine Creek Grading and Excavating, LLC for Shorewood Estates Phase 3 in the amount of \$3000.00 This will bring the remaining balance to \$0.00, closing out the project.

If you have any questions, please contact me.

Thank you,



Brian Smith  
Code Enforcement Officer

MEMORANDUM: PR 3-2025

TO: Town Supervisor, Ontario Town Board  
FROM: William I. Riddell, Parks & Recreation Director  
DATE: March 19, 2025  
RE: REDI: Bear Creek Park and Bear Creek Harbor Improvement

The Town after years of work has received an REDI Project Award for the Bear Creek Park and Bear Creek Harbor Improvement project. REDI (Resiliency & Economic Development Initiative) has awarded the town \$1,860,000 for the completion of the project. The project will include bank stabilization along the shoreline of Bear Creek Harbor and improvements to the adjacent undeveloped Town parkland including walking trails, fishing access and pier. The REDI grant will cover 95% of the project or \$1,767,000.00. The town will be responsible for \$93,000.00. I am recommending that the town share of the grant be allocated out of the Parkland Development fund. This project has been in the works for over 30 years and is finally being brought to fruition. The town has completed its initial SEQR requirements. Extensive engineering has been completed on the project over the years in the hopes of funding being made available.

## **TOWN OF ONTARIO TOWN BOARD RESOLUTION**

**Resolution No.**

**March 24, 2025**

### **Acceptance of Bear Creek Park and Bear Creek Harbor Improvements REDI Project Award**

WHEREAS, the Town Board of Ontario recognizes the importance of supporting and preserving access to Lake Ontario; and

WHEREAS, the Town Board is committed to managing parkland to protect the integrity of the Bear Creek shoreline; and

WHEREAS, the Town Board has committed support to Wayne County and the Town of Ontario's tourism initiatives by providing fully accessible access to both shoreline and watercraft fishing; and

WHEREAS, the Town of Ontario is undertaking the Bear Creek Park and Bear Creek Harbor Improvement REDI Project, which requires acceptance of the REDI project award; and

WHEREAS, the Town Board has reviewed the attached REDI Project Award letter (dated February 24, 2025) and believes that its adoption is in the best interest of the Town and its residents;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Ontario as follows:

1. The Town Board hereby accepts the REDI project award, as outlined in the attached letter dated February 24, 2025, which is incorporated into this resolution by reference.

BE IT FURTHER RESOLVED that the Town Clerk is hereby directed to enter this resolution into the official minutes of the Town Board.

**Adopted this [Date] day of [Month], [Year]**

**By Order of the Town Board of Ontario**





February 24, 2025

The Honorable Ben Aman  
Town of Ontario  
1850 Ridge Road  
Ontario, NY 14519

Dear Supervisor Aman,

This letter serves to update the REDI projects awarded to the Town of Ontario per the scope change requested by the Town and approved by the REDI Commission. Please note the highlighted changes below.

In May 2019, then-Governor Andrew M. Cuomo launched the Resiliency and Economic Development Initiative (REDI) in order to meet the needs of New Yorkers living in the eight counties impacted by Lake Ontario and St. Lawrence River flooding. In June of that year, New York State committed up to \$300 million to improve coastal communities. With deliberate urgency, five Regional Planning Committees were tasked with identifying projects to secure critical assets and to sustain economic vitality along the shoreline.

Local stakeholders and technical experts worked together to evaluate more than 500 projects that were initially submitted and selected nearly 200 projects to be recommended to the REDI Commission. The REDI Commission acted on the Planning Committees' recommendations and presented a list of REDI projects to be funded to then-Governor Cuomo.

The Town of Ontario will receive a total of \$2,260,000 in REDI grant funding. These grant funds will be disbursed upon securing a required 5% match from your organization.

**Asset: WA.10ALT Bear Creek Park and Bear Creek Harbor Improvements**

Submitted Project Description: Bank stabilization along the shoreline of Bear Creek Harbor and improvements to the adjacent undeveloped Town park land including walking trails, fishing access and dock.

Grant Award: \$ 1,860,000

95% State Grant: \$ 1,767,000

5% Local Match: \$ 93,000

Oversight & Administration Agency: NYS Division of Homes & Community Renewal

Agency Point of Contact: Crystal Loffler - crystal.loffler@nyshcr.org - 518-474-0734

Funding Authority: Dormitory Authority of the State of New York

Funding Authority Point of Contact: Ann Shaw - ashaw@dasny.org - 518-257-3750

**Asset: WA.8 Ontario Main Wastewater Pump Station**

Submitted Project Description: Install flood protection measures around entire pump station

Grant Award: \$ 400,000

95% State Grant: \$ 380,000

5% Local Match: \$ 20,000

Oversight & Administration Agency: NYS Department of Environmental Conservation

Agency Point of Contact: Dan Whitehead - daniel.whitehead@dec.ny.gov - 518-402-9180;

Scott Sheeley - - scott.sheeley@dec.ny.gov - 518-402-2125

Funding Authority: NYS Environmental Facilities Corporation

Funding Authority Point of Contact: Derek Sellman - derek.sellman@efc.ny.gov - 518-402-8233

The pace for selecting projects was intentionally accelerated in order to meet the emergency conditions on the shoreline and the partnership between local leaders and state agency technical experts was crucial. NYS is ready to maintain the momentum as projects are brought to fruition.

You are encouraged to take actions in the near term that will satisfy your local requirements for securing the 5% local match. Please note that the state will not cover any project costs in excess of the grant. You will also need to execute any legal agreements necessary to demonstrate lead agency or site control as it relates to projects. NYS teams working with the REDI Commission will be ready to provide any assistance.

The REDI Commission has mobilized the state agencies involved with implementing projects to engage with your community. Depending on the REDI projects funded in your community, you may be partnered with multiple funding authorities and agencies. The REDI Commission has carefully designated funding authorities and agencies that can provide the greatest expertise to support each project. The Dormitory Authority of the State of New York or the Environmental Facilities Corporation, as funding authorities, will help facilitate grant awards and reimbursement for projects that will be overseen by other State entities.

The REDI Commission stands strong under the leadership of Governor Hochul to help you rebuild your community so that it is more resilient for future generations of New Yorkers.

Congratulations on your award.

Sincerely,

Sean Mahar  
Interim  
Commissioner  
NYS Department of Environmental  
Conservation



Hope Knight  
Commissioner and President & CEO Empire  
State Development



MEMORANDUM: PR 1-2023

TO: Town Supervisor, Ontario Town Board  
CC: Payroll Clerk  
FROM: William I. Riddell, Parks & Recreation Director  
DATE: March 4, 2025  
RE: Parks & Recreation Staff Pay

Pease **change or add** the following onto the Ontario Parks & Recreation Department payroll:

<u>A-7310.1</u>	<u>Recreation</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
Joushua Hankerson	Labor	02/17/2025	9_01_2025	\$15.50

All employees are part-time / seasonal with no benefits.

Joushua Hankerson work the spring break camp for a week and maybe returning for the summer camp season.

Thank you.

To: Town Board  
From: Brian Smith, Chairperson for Ontario Ethics Board  
Date: 03/21/2025  
Subject: Town Code Chapter 13 Code of Ethics

Town Board members,

The Ontario Ethics Board has reviewed and is recommending your review, approval and adoption of the revised Chapter 13 Code of Ethics.

Thank you.

Brian Smith  
Town of Ontario  
Code Enforcement Officer  
1850 Ridge rd. Ontario NY  
315-524-7170 ext. 300

MEMORANDUM: PR 6-2023

TO: Town Supervisor, Ontario Town Board  
CC: Payroll Clerk  
FROM: William I. Riddell, Parks & Recreation Director  
DATE: March 19, 2025  
RE: Parks & Recreation Staff Pay

Pease **change or add** the following onto the Ontario Parks & Recreation Department payroll:

<u>A-7310.1</u>	<u>Recreation</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
Salvatrice Vereecke	Community Center	03/12/2025	none	\$15.50

All employees are part-time / seasonal with no benefits.

This is to fill an open position for a part-time attendant at the front counter at the community center.

Thank you.

MEMORANDUM: PR 2-2025

TO: Town Supervisor, Ontario Town Board  
FROM: William I. Riddell, Parks & Recreation Director  
DATE: March 4, 2025  
RE: Parks & Recreation Staff Position

Please find attached a job description for the **Recreation Leader** position for your review.

Over the past year, the department has made efforts to absorb the responsibilities of the Recreation Leader / Maintenance Worker position, which has remained vacant since January 1, 2024. These duties were redistributed among existing full-time and part-time staff; however, despite their best efforts, it has become clear that maintaining operations with just three full-time staff members and intermittent part-time/seasonal employees is not sustainable.

As a result, program development has been impacted, limiting the availability of recreational opportunities for residents. To compensate, I have personally worked numerous evenings and weekends throughout the year to provide the necessary professional supervision at both the Community Center and during summer recreation programs.

Additionally, due to limited staff availability, union employees have been required to work an average additional 12 overtime hours per payroll period solely to manage the opening and closing of the front gate at **Casey Park**. This task has been challenging to complete with only two union members available.

After careful evaluation, I believe it is in the department's best interest to transition from a Recreation Leader / Maintenance Worker role to a dedicated Recreation Leader position. This position has been budgeted for, and I am seeking authorization to canvas the Wayne County Civil Service list and post this position.

Please let me know if you require any further information.

Respectfully submitted

**Job Notice**  
**Town of Ontario**  
**Ontario Parks & Recreation**

**Recreation Leader**  
Full-Time

Starting Annual Pay Rate Range:  
Starting Date:  
Post Date:  
Deadline to Apply:  
Competitive Civil Service Position

Are you or someone you know looking to continue or even begin a career in Recreation? We are looking for someone to join our team here at Ontario Parks & Recreation! For more information or to apply, check out our job details below or reach out to William Riddell at [riddell@ontariotown.org](mailto:riddell@ontariotown.org).

**Qualifications:** Graduation from high school or possession of an equivalency diploma, plus EITHER: Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Recreation or a closely related field; OR, Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus one (1) year of paid full-time or its part-time equivalent experience in recreation or related activities; OR, Two (2) years of paid or volunteer (must be documented) full-time or its part-time equivalent experience in recreation or related activities; OR, Any equivalent combination of training and experience as defined by the limits of the above qualifications.

**Job Description:**

Under the direct supervision of the **Director of Parks and Recreation**, the **Recreation Leader** is responsible for identifying community recreational needs and assisting in the implementation of a diverse recreation program. This position requires planning, organizing, and leading athletic and community events for various segments of the town's recreation initiatives.

The **Recreation Leader** will play a key role in program development and implementation, with a strong emphasis on instruction. The position may involve supervising **Recreation Assistants or Recreation Attendants** and requires a solid understanding of **recreation theory, principles, and best practices** across a variety of activities and community events.

**Key Skills & Abilities:**

- Ability to work independently and as part of a team
- Strong social and interpersonal skills
- Excellent customer service and communication abilities
- Experience working with diverse age groups
- Strong organizational and leadership skills
- Ability to plan, direct, and oversee recreation programs
- Capable of preparing reports and maintaining records
- Proactive in engaging and motivating participants
- Displays initiative, creativity, and resourcefulness

This position offers a dynamic opportunity for individuals passionate about **community recreation** and **public engagement**, with the ability to make a meaningful impact through innovative programs and events.

**Typical Work Activities:** (All may not be performed. Other related activities may be performed although not listed.)

- Supervises a recreation program at the Ontario Community Center, playground or park setting;
- Instructs a variety of recreation, leisure, and athletic activities and events;
- Supervises coaches and official of team sports and games;
- Assists in the planning and organization of a seasonal and daily recreation program;
- May distribute, control, request, and acquire supplies and equipment;
- Maintains simple records of recreation program activities;
- Prepares basic oral and written reports;
- Inspects facilities and equipment as a safety measure;
- Administers emergency first aid as required;

**Candidates:** The successful candidate may be appointed provisionally and must complete or have completed the Recreation Leader Civil Service exam and achieved a reachable ranking on the eligibility list.

**Work Hours:** Full-time, 40 hours per week, with flexible hours required as per scheduled recreation programs and events. (Nights and weekends)



**To Apply:** Complete a Wayne County Employment Application and mail with a cover letter and resume **postmarked by** \_\_\_\_\_ to:

Ontario Parks and Recreation Office  
6551 Knickerbocker Road  
Ontario, NY 14519

**Interviews will be conducted as applications are received and will be conducted until the position is filled.**

Any questions please call (315) 524-7447 or email [riddell@ontariotown.org](mailto:riddell@ontariotown.org).

We hope to hear from some interested applicants soon!

**The Town of Ontario is an Equal Opportunity Employer**

To: Town Board  
From: Brian Smith, Chairperson for Ontario Ethics Board  
Date: 03/21/2025  
Subject: Ethics Board appointment

Town Board members,

The Ontario Ethics Board is requesting the Appointment of Barbara Morrill to the Ethics Board to fill the open Board seat.

Thank you.

Brian Smith  
Town of Ontario  
Code Enforcement Officer  
1850 Ridge rd. Ontario NY  
315-524-7170 ext. 300