

**BRIGHTON PARKS AND RECREATION  
CITIZEN'S ADVISORY BOARD**

**MEETING MINUTES**

March 27, 2017

ATTENDANCE: Matt Beaman, Becky Cotter, Denis Conley, Mark Kokanovich, Jackie Marchand, Supervisor Moehle, Elaine Vitone, Ray Warrick, Mike Zobel and Councilman Chris Werner.

MEETING BEGAN AT 4:35 pm.

APPROVAL OF MINUTES: Motion to approve the February 27, 2017 Minutes was made by Ray Warrick with a second by Elaine Vitone with the addition of the information provided in the Senior Newsletter that was distributed by Emily Kelsey via e-mail after the February 27, 2017 meeting.

**BUSINESS MATTER:**

MATTER RE: Review of the Town of Brighton Citizens' Advisory Board – Procedural Bylaws – Denis Conley  
The Board reviewed the revisions discussed by the Board during the February meeting and were inserted into the document. A discussion concerning the voting rights of the Brighton Baseball and Soccer Representatives was held. The matter was tabled to the next meeting so that the Town Board could determine if the sports organization representatives were approved by the Town Board as full voting members of the Citizen's Advisory Board in the past.

MATTER RE: PARK SUPERINTENDENT'S REPORT

During the recent wind storm, there was significant tree damage in the Corbett's Glenn. Terry Tree Service has been hired to assist the Park Staff. The Department has hired a new staff member to replace Mark Kittrell who retired at the end of 2016. The Citizen's Board would like to thank Mark for his dedication to the Brighton Parks. Field Use meeting was held on 22 March 2017. All sports organizations were invited to attend to review the Department's Field Use Policy. The Park Staff will be focused on placing bark chips and general trail maintenance over the next few weeks as spring fast approaches.

MATTER RE: RECREATION DIRECTOR'S REPORT – Rebecca Cotter

- March was a challenging month with power lost to the Brookside School for 3 days due to the wind storm and then the snow storm closed the facility for another 2 days the following week. Becky recommends using the Department's Facebook page as a resource to keep up with facility closures.
- Summer brochure is at the printer and should be distributed in a couple of weeks. The Summer Concert schedule has some new and exciting performers including Mister Mustard, Noble Vibes and the Swooners.
- 93 people have already signed up for the Easter Egg hunt.
- The Department has hired Linda Leavitt to replace Melissa Sumner and she will start on 30 March 2017.

MATTER RE: SUBCOMMITTEE REPORTS

YOUTH & FAMILY – reported by Coleridge Gill from Michelle Aman

- This month we have collected enough summer camp job applications to begin interviews. We are still actively seeking candidates for camp directors
- On March 21 I tabled at SUNY Geneseo to recruit for summer camp positions
- Katie and I attended the FRES summer camp job fair on March 20th in order to promote our playground camps, summer programs and aquatics

- On March 4th we started our first ever session for a 5-week intro class called "Beginner Basketball". The class is meant to teach skills in a non-competitive setting. It has been well-received by parents - we had 21 signed up for the 6-8 year age group and 17 signed up for the 8-10 year old age group. In April we offer a continuation class called "Intermediate Basketball" with 7 signed up for the 6-8 year old group and 14 signed up for the 8-10 year old group so far.
- On top of finalizing the summer brochure this month, I have continued to promote our winter/spring programs

FACILITIES & PARKS – reported by Mark Kokanovich

See Attachment

BRIGHTON SENIORS – reported by Elaine Vitone

- Brighton School Board Representatives met with Seniors to discuss the building expansion planes on March 21<sup>st</sup>.
- Covered Wagon Tour to Salamanca Casino scheduled for April 5<sup>th</sup>
- Magical Experience w school spring break campers scheduled for April 18<sup>th</sup>.
- Historic Brighton Cemetery Tour w/ Mary Jo Lamphear scheduled for April 27<sup>th</sup>.

STUDENT REP REPORT – reported by Denis Conley

- Josh was unable to attend the meeting because he was busy winning his 100<sup>th</sup> Match as a member of the Brighton High School Tennis Team!

CYCLING AND PEDESTRIAN TRAILS – reported by Jackie Marchand

- During a recent meeting of the Brighton Bicycling Committee concerns were raised about the lack of marking on Westfall Road at the head of the Brickyard Trail.

HISTORIC BRIGHTON – Position remains open.

N/A

COMPREHENSIVE PLAN- reported by Mark Kokanovich

- Check out [Envisionbrighton.org](http://Envisionbrighton.org) for updates of information concerning the Master Plan.

BRIGHTON BASEBALL – submitted by Mike Zobel

- 1) 2017 Registration has been completed
- 2) Opening day is May 6<sup>th</sup> only 40 days away!!

BRIGHTON SOCCER – Mike Tullio Absent

- No Report

TOWN BOARD REPORT – reported by Councilman Werner

- Corbett's Glenn Task Force Sub Committee has been formed. Mike Zobel and Ray Warrick are participating.
- Fleet Feet Sports is looking into incorporating the Brickyard Trail into the route of the Brighton Fourth of July 5 K race.
- The Bri-Pen Senior Transportation program is up and running with the assistance of Lifespan.
- Brighton Winter Farmer's Market proposal under review by Joe Morelli office to evaluate for the potential for additional funding.
- Swayglider scheduled to be installed at the Town Hall Park.

- Funding sources to replace the fencing at the Town Hall Pool are being evaluated.
- Town identifying resources to support the Crowd Manager requirements for the Brighton Fourth of July celebrations. New State Law requires 1 qualified person for every 250 attendees.

GOOD OF THE ORDER

MOTION TO ADJOURN MEETING AT 6:15 PM WAS MADE BY MARK KOKANOVICH AND SECONDED BY JACKIE MARCHAND.

**NEXT MEETING DATE: MONDAY, APRIL 24, 2017** at 4:30 pm  
in the Brookside Senior Lounge

If you are unable to attend this meeting or will be late, please contact Denis Conley at 585-784-0231 or Becky Cotter at 585-784-5276.

Facility/Park Report  
Submitted by Matt Beeman 3/27/17

This is a brief report reflecting maintenance efforts in our main park areas/facilities. **Mowing Contract is in the process of renewal for 2017. We have filled our vacant full time position. Keith Sharpe will start on April 10<sup>th</sup>. Seasonal laborers are scheduled to start shifts in May. Annual Field Use Meeting was held on March 22<sup>nd</sup>. Park focus will now shift to field maintenance and spring upkeep. Park water will be turned by the end of April. As with other departments the wind storm clean-up has taken a lot of time.**

**TOWN PARK**

- All Park equipment is being serviced and is ready for spring.
- Fire system inspections are being scheduled and completed
- Field Supplies are being ordered
- Lodge walls were sanded and sealed with poly.
- We are replacing the outside bathroom doors with 2 new doors.
- Replacement of various playground equipment
- Replacement outdoor grill are being ordered
- Working with Highway Department and DPW to replace the uneven asphalt walkways with concrete and improve the lodge accessibility with curb cuts and ramps directly in front of the building. This project may qualify for a Community Development Block grant which would potentially provide funding.
- Preventative maintenance on all park equipment
- General park maintenance including trails wind storm trail clean up. Lots of debris.
- We will be removing some Ash trees near the playground as a safety precaution
- Working with Caccamise Electric to replace the lighting contactor so the Softball field lights can be used with the timer.

**PERSIMMONS PARK:**

- Clean up of Park from wind storm
- Once weather breaks we will cut back the section along the South Clinton sidewalk

**MERIDIAN PARK:**

- Park Maintenance equipment is being serviced and is ready for spring
- Facility fire inspections are being scheduled and completed
- Irrigation will be turned on by the end of April
- We will be replacing the 2005 Chevy Silverado as part of the 2017 CIP
- Bathroom facilities will be opened up for the season by the end of April
- Field supplies are being ordered
- Fields are being prepared and schedules are being coordinated for the spring sport season.

- Field work will begin as soon as equipment can get on the fields
- General Park clean up and trail maintenance

**BUCKLAND PARK:**

- Fire System/Sprinkler System inspections are being scheduled and completed including mandatory 10 year testing on fire suppression systems
- Preventative maintenance on all Park Equipment is underway
- Field supplies are being ordered.
- Preventative maintenance on all park equipment
- Seasonal Lodge Maintenance (painting, cleaning)
- Fields are beginning to be prepared and schedules are being coordinated for spring sport season.
- General Trail maintenance and Park clean up
- Irrigation will be turned on by the end of April
- Parking lot lights have been replaced and fixed
- Outdoor Bathroom facilities will be opened for the season by the end of April
- Replacement of various playground equipment
- Replacement outdoor grills are being ordered

**BUCKLAND FARMHOUSE:**

- Fire/Sprinkler Alarm inspections are being scheduled and completed
- Spring cleanup and mulching of garden is being scheduled
- Spring cleanup and mulching of Veterans Memorial is being scheduled.

**CORBETT'S GLEN:**

- We will begin to bark chip the trails as soon as we can get on the trails. It takes a lot of man power to move the chips from the landfill to Corbett's Glen and get them spread. I am continuing to work with construction companies to donate their chipped tree material from various job sites to help offset budget costs.
- Corbett's Glen had a lot of tree damage from the windstorm. We have removed all trail blockage and debris and have scheduled removal of some trees through Terry Tree
- We are also working to spread a base of crushed stone in some troublesome trail wet spots in the North end of the Glen. Unfortunately during this time of year there is little we can do because of the wet conditions other than educate park users of the impact of walking on wet trails.

**LEHIGH VALLEY TRAIL**

- General weekly maintenance sweeps
- General Trail maintenance

**SANDRA FRANKEL NATURE PARK/BRICKYARD TRAIL:**

- General weekly park walkthrough