

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

### **MEETING MINUTES April 24, 2017**

**ATTENDANCE:** Rebecca Cotter, Matt Beeman, Denis Conley, Mark Kokanovich, Supervisor William Moehle, Councilmember Chris Werner, Linda Leavitt, Elaine Vitone, Ray Warrick, Coleridge Gil

**APPROVAL OF MINUTES:** Minutes from the March 27, 2017 meeting were approved with the following corrections:

- Regarding Seniors Report – replace “planes” with “plans” at the end of the first bullet.
- Regarding Town Board Report – insert “Control” between “Crowd” and “Manager”, in the last bullet.

#### **BUSINESS MATTER:**

**MATTER RE:** Revised Parks and Recreation Department Citizen's Advisory Board (CAB) Bylaws

- Denis Conley

A vote for requested of the Board to adopt the proposed revisions to the CAB Bylaws as presented in the revision dated 24 April 2017. The CAB members unanimously voted to submit the proposed revisions to the Bylaws to the Town of Brighton Board for approval.

The Chairman will prepare a letter of transmittal to submit the revised Bylaws for approval by the Brighton Town Board.

**MATTER RE: PARKS SUPERINTENDENT'S REPORT – Matt Beeman**

- Mowing Contractor started working the week of 24 April.
- Keith Sharpe, New Employee started on 10 April 2017 (Keith was introduced to the Board members).
- All park facilities were turned on by 21 April 2017.
- Field Maintenance activities are a couple weeks ahead of schedule due to the mild winter.
- NY State Office of the Fire Marshall informed the Department that the training requirements for Crowd Control Managers is applicable for indoor events and venues. However, the Department will train staff to be Crowd Control Managers to assure that enough trained staff are available if needed for future events.
- Department is considering applicants for vendors to participate in the 4<sup>th</sup> of July Celebration.

**MATTER RE: RECREATION DIRECTOR'S REPORT – reported by Denis Conley, for Becky Cotter**

- Linda Leavitt, new Administrative Assistant was introduced to the Board. Welcome Linda!
- Summer Camp registration began for Brighton Residents and a minor issue was identified with the website although residents were able to complete the registration process.
- Non-resident Camp registration opens on May 16<sup>th</sup>.
- Winter's Farmer's Market final day is May 7<sup>th</sup>. May 14<sup>th</sup> will be the first Market Day to be held outdoors at the Brighton High School Parking Lot.
- New chairs were procured from Ted's Office Furniture for the Brookside Senior Lounge. Thanks Becky!

#### **SUBCOMMITTEE REPORTS:**

**TOWN BOARD REPORT:** Reported by Councilmember Chris Werner –

Information from the April Community Services Committee meeting include:

- Corbett's Glenn Focus Committee has been formed – Ray Warrick and Mike Zobel are on the Committee.

- Committee is looking into the development of a pedestrian/bicycle crossing at the head of the Brickyard Trail on Westfall Road.
- The committee will be conducting a meeting with Brighton Baseball to discuss concessions plan.
- Concerns have been raised with overflow parking from the Islamic Center at Brighton Town Park.
- Sway Fun Glider to be delivered to the Highway Department to be installed by a certified playground installer.
- Farmland at Buckland Park is anticipated to be used for the siting of a new Community/Recreation Center. Phase 1 plans for the renovation of the cinder block building currently located at the site are under review for possible State Funding.
- A second bid for the replacement of fencing at the Town Pool has been received and is under review.
- Traffic Control Box Painting project will commence in a few weeks.

YOUTH & FAMILY – reported by Coleridge Gil

- 150 residents participated in the Breakfast with the Bunny. Thank you goes out to the Brighton Schools Food Service for helping make the event a huge success.
- Intermediate Basketball starts on 29 April.
- 20-25 Campers participated in the Luncheon with a Magician and Brighton Seniors during April break.
- 24 future players participated in a youth program with Brighton Lacrosse.
- Mother/Son Bingo is Friday, May 5<sup>th</sup>.
- Annual Youth Fishing Derby will be held on May 6th at Brighton Town Park.

BRIGHTON SENIORS – reported by Elaine Vitone

- 5/2 – Celebration of Law – Family Court Judge will present to the Seniors.
- 5/16 – A sing -along with Jane Turner is planned.
- 5/18 – A trip to the Lilac Festival is planned with transportation provide to and from the event.

STUDENT REP REPORT – No Report

PEDESTRIAN AND BICYCLING TRAILS COMMITTEE – No Report

HISTORIC BRIGHTON – No Report

COMPREHENSIVE PLAN COMMITTEE – Mark Kokanovich

Next Meeting is in May. Check [EnvisionBrighton.org](http://EnvisionBrighton.org) for more information

BRIGHTON BASEBALL – reported by Mike Zobel

OPENING DAY IS MAY 5th - Parade marches off at 11AM from the Town Hall, and ends at TCMS. Parade forms at 10:30AM with the youngest kids going first

BRIGHTON SOCCER – No Report

**FOR THE GOOD OF THE ORDER:**

- Brighton School facilities open house meetings will be held on 24 April to discuss the planned changes for the district buildings. A vote on the proposed plan is set for 18 May 2017.
- Zero Waste Policy is under consideration by the District and a proposal will be discussed at the Board of Education Meeting to be held on 25 April 2017.

MEETING CONCLUDED AT 6:00 PM.

**NEXT MEETING DATE: MONDAY, MAY 22, 2016** 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 Linda Leavitt at 585-784-5265.

Facility/Park Report  
Submitted by Matt Beeman 4/24/17

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 started on April 10<sup>th</sup> and is fitting in great. Seasonal laborers are scheduled to start shifts in May. Park Mowing started up last Friday. Park focus will now shift to field maintenance and spring upkeep. Park water was turned on April 20<sup>th</sup>. Fields, Fields, Fields!**

**TOWN PARK**

- All Park equipment is being serviced and is ready for spring.
- Fire system inspections are completed
- Field Supplies are being ordered
- We replaced the outside bathroom doors with 2 new doors.
- Replacement of various playground equipment
- Replacement outdoor grills
- 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.
- New pads have been ordered for light poles on Softball Field
- 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
- We will be cutting 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 completed
- Irrigation was turned on April 20<sup>th</sup>
- We will be replacing the 2005 Chevy Silverado as part of the 2017 CIP hopefully in June.
- Bathroom facilities are now opened
- Field supplies ordered
- Fields are being prepared and schedules are being coordinated for the sport season.
- Field work has begun

- General Park clean up and trail maintenance

**BUCKLAND PARK:**

- Fire System/Sprinkler System inspections are completed including mandatory 10 year testing on fire suppression systems
- Preventative maintenance on all Park Equipment is underway
- Field supplies are ordered.
- Preventative maintenance on all park equipment
- Seasonal Lodge Maintenance (painting, cleaning)
- Fields are being prepared and schedules are being coordinated for spring sport season.
- General Trail maintenance and Park clean up
- Irrigation was turned on April 20<sup>th</sup>
- Parking lot lights have been replaced and fixed
- Outdoor Bathroom facilities are opened for the season
- Replacement of various playground equipment
- Replacement outdoor grills are being ordered

**BUCKLAND FARMHOUSE:**

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

**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