

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

**VIRTUAL MEETING MINUTES**

January 31, 2021

**ATTENDEES:** Supervisor William Moehle, Councilman Chris Werner, Matt Beeman, Rebecca Cotter, Kerry Bennage, Ray Warrick, Jackie Marchand, Mark Kokanovich, Coleridge Gil and Denis Conley.

**BUSINESS MATTER:**        **COMMUNITY CENTER NEEDS ASSESSMENT STATUS UPDATE**

Needs Assessment meeting will be schedule by the Town to inform community. SWBR is working with the Jewish Community Center for partnership opportunities for department programs and the Town on development options for the existing buildings at Buckland Park.

Meeting dates for the remainder of 2022 include: February 28, March 28, April 25, May 23, June 26, September 26, October 31, and November 28. If needed additional meeting may be scheduled for July 24 and/or August 29 if requested by the Town Board.

**RE: PARKS SUPERINTENDENT'S REPORT** – reported by Matt Beeman

Cancellations of lodges rentals due to the rise in Covid-19 cases have been occurring pretty regularly. Field Use policy information have been sent out to potential park field user groups. A Zoom call is scheduled for the end of February. Ray noted there have been some flooding issues on the Highland Crossing Trail and Matt indicated that the Department was aware of the situation and will be addressing the trouble areas in the Spring.

**RE: RECREATION DIRECTOR'S REPORT** – reported by Becky Cotter

Winter programming has filled up nicely but the Department had to be vigilant to ensure that all activities could be implemented safely. Department is coordinating with AARP Tax Advisers to assist Seniors with income tax filing at the Pittsford Community Center, 35 Lincoln Ave. 1<sup>st</sup> appointments scheduled for 4 February but filling up fast, 2 dates already sold out. A Valentine's Day Grab Bag program with a "Monster" Theme is being setup for families. The Department will be participating in a Construction Planning meeting with the School District on February 4 to secure facilities for the 2022 Summer Programs. FRES playground will be shut down for the summer. Summer farmer's market will kick-off on 24 April 2022.

**SUBCOMMITTEE REPORTS:**

**FACILITIES & PARKS** – reported by Mark Kokanovich

See Attached Report. Significant highlight - Flagpole at Buckland Park will need to be replaced due to cracking at the base. The flag has been taken down as a precaution while Park Staff are evaluating options.

**TOWN BOARD REPORT** by Councilman Chris Werner

Public Safety Board reports that there has been a rash of catalytic converter thefts across the Town. The Town is also seeking to fill a Deputy Chief Position at the Police Department. The West Brighton Fire Department has been transferred to the Henrietta Fire District and the Town Board approved a 10% reduction in Town tax levies for Volunteer Ambulance and Firefighters in recognition of their service. A road conditions survey is underway by the Highway Department and the Farmer's Market Building proposals are under review by the Architectural Review Board. Town hopes that the building will be constructed in time for the 2023-24 Winter Market Season. Major RG&E gas main replacement project planned this year for Winton Road from Palmerston Road through 12 corners to approximately Newton Road. Construction activities in front of BHS scheduled to be completed after the end of the school year.

**PEDESTRIAN AND CYCLING TRAILS** – reported by Jackie Marchand

Jackie, Chris and Ray are busy preparing write-ups for the "Hit the Trail" books for hiking trails in Brighton. Looking for assistance with developing maps to include with the content for the "Brighton" edition. Matt and Chris to reach out to Mike Guyon Town Engineer for any volunteers with qGIS software experience. Matt will work with Jackie to install the posts for the "rubbing" plates for the project. Announcement of the Trail Program at the Summer Farmer's market with Books available at Wegmans targeted for May 2022.

**YOUTH & FAMILY PROGRAMS** by Coleridge Gil

Afterschool program at Council Rock Primary School has 37 participants. Winter programming fully underway with ski and snow board lessons being very popular. Department starting search for Summer Camp Counselors, please reach out to contacts for potential interviewees.

**CORBETT'S GLEN ADVISORY COUNCIL** – by Ray Warrick

Trail markers need to be replaced in the Park. Need new markers for all trails, Yellow, Orange, Red and Blue. Looking for a scouting group for assistance as a community project.

MOTION TO ADJOURN MEETING AT 5:30PM APPROVED BY COLE AND SECOND BY JACKIE

**NEXT MEETING DATE: MONDAY February 28, 2022 at 4:30 pm.**

**\*\*\*Virtual Zoom Meeting\*\*\***

**\*\*If you are unable to attend this meeting, please contact Denis Conley at 585-784-0231 (cell).**

This is a very brief report regarding our main facility and park areas. Parks are now winterized. We are busy setting up 2022 service contracts, bids and various equipment and supply requests. We continue to monitor facility reservations against Covid-19 policies and procedures. As our maintenance and facility demands continue to grow we have started to take a closer look at existing park maintenance procedures. We are working to re-evaluate and set new maintenance standards for all parks and other properties maintained by the parks department. The main goal is to continue to provide safe, functional and aesthetically appealing parks and facilities. Setting new standards, maintenance tasks and frequency will keep park staff focused and ensure we are meeting the community expectations. 2022 Field use policies and procedures were sent to all groups who utilize Town of Brighton fields.

#### **TOWN PARK:**

- Annual Maintenance of Oil Heating System in Lodge. We currently have a CIP request in to replace this old heating system with a new more efficient propane base system. This would also include 2 new fireplace inserts.
- General Park cleanup and snow and ice removal.
- Extensive equipment and material inventory and organization.
- Scheduling all facility alarm and fire system inspections.
- Building new park picnic tables to replace ones that are have deteriorated.
- Stump removal for various ash trees that were removed.
- Replacement of appliance in kitchen.
- Maintenance garage roof repair.
- We are working to replace or repair the lighting contactor for the softball field lights.

#### **PERSIMMONS PARK:**

- General park garbage removal.
- Park sign was removed for repair and repaint.
- Park signs were posted with park hours in response to neighborhood inquiry.

#### **MERIDIAN PARK:**

- General Park cleanup and snow removal.
- Snow Fencing and Snow Stakes have been put into place.
- Park vehicles and facilities have been equipped for snow removal.
- Extensive equipment and material inventory and organization.
- Scheduling annual facility inspections including concession building 12 year hydro/maintenance testing which is required by code.
- We are gathering information and numbers to include bathroom renovations in the next round of CIP requests.
- Removed and refurbish the tennis court net posts.

#### **BUCKLAND PARK:**

- Because of the surge of field use in 2021 we will be identifying athletic fields to be rested in the spring based on how they responded to fall maintenance.
- General park cleanup and snow removal.
- Seasonal restroom facilities have been winterized and closed for the season.
- Equipment winterization and preventative maintenance.

- We are working with a grant to potentially change the 21 parking lot light fixtures to an LED replacement.
- Park vehicles and facilities are equipped for snow removal.
- Lodge door lock repairs.
- Extensive equipment and material inventory and organization.
- We closed the lodge down for a week to create the time to do some more extensive repairs. These included plumbing repairs and sink and counter replacements.
- Buckland continues to see a large number of winter park use.
- Building new park picnic tables to replace ones that are have deteriorated.
- Rebuilding field paint sprayers.

#### **BUCKLAND FARMHOUSE/VETERAN'S MEMORIAL:**

- The aluminum flagpole at the memorial has a stress crack in it. This crack will only increase as time goes on. We are working on a replacement but the flag needed to be removed to reduce the amount of stress on the pole. We are hoping to have final replacement prices in by the end of the week so we can schedule the replacement.
- Annual heating system maintenance.
- Snow and ice removal.
- Parking lot damaged light pole replacement.

#### **CORBETT'S GLEN:**

- Ongoing landscape /trail maintenance to keep trails clear of debris.
- Daily park shifts are still being scheduled.
- Various downed tree removal.
- We have a north trail end maintenance issue that is on our priority list. This will include hauling in new stone and surface repair.
- The Corbett's Glen Advisory Council continues to evaluate current/future issues that face the Glen currently overuse, erosion, dogs and parking.

#### **BRICKYARD TRAIL:**

- Daily park shifts still being scheduled.
- Regular trail maintenance
- Trail head gates on Elmwood on now secured with department locks.

#### **LEHIGH VALLEY TRAIL:**

- General Trail Maintenance including tree limb and brush cut back.

#### **12 CORNERS TRIANGLE PARK:**

- Seasonal irrigation system has been winterized.
- Weekly garbage removal.

#### **HIGHLAND CROSSING TRAIL:**

- Tree removal on pedestrian boardwalk.
- General trail clean up.

#### **OTHER:**

- Auburn Trail easements appear to have been granted which means the Parks Department can officially respond to maintenance issues.