

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

**VIRTUAL MEETING MINUTES**

February 28, 2022

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

**BUSINESS MATTER:**        **COMMUNITY CENTER PROJECT UPDATE**

Planning still underway for the public Participation meeting re: the Town of Brighton Community Center Needs Assessment with SWBR. Meeting to be scheduled for public input in the near future.

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

New equipment will be received to assist the Department in maintaining the Highland Crossing Trail and Auburn Trail extensions. See attached Parks Report for more information.

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

Due to the decline in Covid-9 cases, Masking Policy likely to change in the near future. For the after school and daycare program, masking will likely not be required but rather a personal choice of the participants. Re-starting in-person events including a ribbon cutting event at the Brickyard trail head to kick off the Bunny Hunt in April! Setting up schedule for summer concerts and looking for Summer Staff and a part-time staff person to support the Seniors Programming. Starting planning for Farmer's market scheduling to take into account for planned construction activities along Winton Road this summer. Some spots are still available for vendors.

**SUBCOMMITTEE REPORTS:**

**YOUTH & FAMILY** - reported by Coleridge Gil

February Break programs were very well attended with no issues noted. Programs included Skiing @ Swain and climbing at Rock Ventures, Arts & Crafts, Babysitting training, and home alone safety! Actively looking for returning college students to staff the summer counselor positions.

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

Matt's staff has been working diligently on repairing re-painting and maintaining the Park Department's equipment and should be commended for their ability to complete these tasks without the need to go outside the Department to purchase these necessary services.

**TOWN BOARD UPDATE** – reported by Chris Werner

Working with RG&E to coordinate the replacement of the 75 yr. old gas main that is located along Winton Road that will be replaced this spring and summer. The Brighton IDEA Board submitted its diversity inclusion plan to the Board for review. Community meeting planned in the near future to receive input from the Town residents.

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

Canal Trail needs attention from Clover Street to South Clinton due to recent snowstorms. Matt indicated that the Department has been communicating with the Town of Pittsford DPW to coordinate maintenance with the NYS Canal Corporation. "Hit The Trail" Passport on hold for now until the Town reviews the potential conflict of interest with using the Wegman's logo on the trail markers.

However, the writing of the trail descriptions and the preparation of the individual trail maps will continue with help from Chris Werner, Ray Warrick and Matt Beeman.

**TOWN OF BRIGHTON SOCCER** – reported by Mike Tullio

Registration is open. 5/6 year old age group almost filled up with other age groups expected to have a good turnout as well. Registration will remain open for 6 more weeks. Schedule to start after Memorial Day.

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

Council inactive at the moment but noted that parked cars have been broken into at the Penfield Road Trail Access parking lot. Matt and Ray confirmed that there are signs in place warning Park users not to leave valuables in their vehicles.

Good of the Order: Denis and Mark unanimously approved by the Board to continue on as Chair and Vice Chair for the remainder of 2022.

MOTION TO ADJOURN MEETING AT 5:30PM

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

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

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

## Facility/Park Report

Submitted by Matt Beeman 1/31/22

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 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.