

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

MEETING MINUTES

October 28, 2019

ATTENDANCE: Matt Beeman, Denis Conley, Rebecca Cotter, Linda Leavitt Curcio, Coleridge Gill, Mark Kokanovich, Jackie Marchand, Ray Warrick, Chris Werner

APPROVAL OF MINUTES: Motioned to approve September 30, 2019 meeting minutes by Coleridge Gill second by Ray Warrick.

BUSINESS MATTER:

RE: UPDATE ON HIGHLAND PARK CROSSING TRAIL

Jackie Marchand reported the official opening and ribbon cutting ceremony of the trail was Friday October 25th. The Brighton section of the trail is beautiful! Private property next to the trail has some dilapidated buildings and the Department has received a couple complaints from trail users. The issue is not on town property however, so unfortunately the Parks Department can not address the issue.

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

A few projects are under way. The 12 Corners gazebo maintenance project is under way. Demo is done and rebuild work in process. At Corbetts Glen, a large cottonwood tree needs to be removed. The approval process for that has begun. The 2000 ft. of fencing installed along the creek at Corbetts Glen has been working as intended. Awaiting feedback from the Corbett's Glen committee. The next project at Corbett's Glen will be streamlining the signage. The playground for Meridian Park is here and will be installed next year. Water supplies to the parks will be shut off on November 1st.

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

- Participation in all Fall/Halloween Special Events was up and the highest to date for each event!
 - Sensory Friendly had 18 participants
 - Fall Family Festival had over 570 people and over 240 kids attending this year!
 - Halloween Happy House and Haunted Grounds at the Buckland Farmhouse had a constant line of people all night with over 800 people coming through for the evening.
- Volunteers for all events were also up and helped to make everything run smoothly!
- Thank you to all of our business and community sponsors who make these free events possible!
- Winter/Spring Program planning is well under way with a continued focus on new programs, and program diversity. We have several new offerings focusing on mindful eating and healthy meal planning.
- We've found great success this fall with our many Bridge offerings. The restructuring of the brochure seems to have really helped the community find the programs they are looking for. Having all the Cards and Games programs listed in one spot seems to be making a huge impact on enrollment.
- We are moving forward with the art hanging system for the Buckland Farmhouse and hope to have that purchased in November.
- Veterans Day Ceremony planning is underway. The Veterans Day Ceremony will take place on Monday, November 11th at 2:00 pm at the Veterans Memorial at 1341 Westfall Rd.

SUBCOMMITTEE REPORTS:

YOUTH & FAMILY – provided by Coleridge Gill

From Michele Aman

- October has been a busy month with 4 days off from school that we offered full day programming for Brighton school-aged children.
- I have assisted Becky with the Fall Festival that was on October 19 and the Haunted Grounds at Buckland with Katie on October 25, both great events with awesome turnout.
- I have been working on our winter/spring programming in between all of these fall programs
- Upcoming in November we have two half day programs for the district's early dismissal days. Our basketball leagues will also be starting so I am working on administrative preparation for that. So far our Sunday Mini-Hoopsters league has 33/40, Saturday Boys 23/40 and Saturday Girls 10/20 signed up. We anticipate the programs to fill as usual in the next few weeks.

FACILITIES & PARKS – reported by Mark Kokanovich

From Matt Beeman:

This is a very brief report regarding our Facilities and Parks. I would like to commend the Park Staff for their hard work and dedication during a very busy spring, summer and fall season. They continue to go above and beyond and take a great deal of pride in all areas of park maintenance. We are getting ready to winterize our parks and facilities.

TOWN PARK:

- Staff is getting ready for the Winter-months • Annual Maintenance of Oil Heating System in Lodge including replacement of heating oil tank.
- Trail clean-up and cut back
- Year-end equipment maintenance
- We will be beginning to repair and rebuild the back lodge deck.
- Lighting contactor on softball field has failed and will need to be replaced.

PERSIMMONS PARK:

- Fall Park Cleanup
- Sign have been posted to help eliminate some illegal dumping that has taken place

MERIDIAN PARK:

- Baseball Field Maintenance – Fields are being prepared for the end of season
- All perimeter trails are trimmed and cut back, chipped and repaired
- Athletic fields have been fertilized, rolled and overseeded.
- Phase 2 trails have been packed with new stone and bark chips where needed
- Park water will be shut off on October 31st
- New trees have been planted to succeed some small Ash trees that are dying
- Year-end equipment maintenance
- We will be transferring budget funds to cover the increase cost of mowing for the 2019 season.
- We were able to secure a grant which has allowed us to get a new playground to replace the current one at Meridian. This was budgeted as part of our 2019 CIP program. With the timing of the grant we will be replacing in late winter/early spring. We will remove the existing playground and install the new one.
- We will be looking to install a permanent electrical panel on the south side of the concession building. This will be helpful for our July 4th celebration as well as the multiple tournaments and events that are held at Meridian.

BUCKLAND PARK:

- Athletic Field maintenance (re-seeding, aeration and fill-in)
- Field #24 and #23 remains closed as part of our field resting process. Fields #21 and #22 will be closed down next year for repair.
- Baseball diamonds are being prepared for end season. We have rebuilt and replaced the pitcher mound and batters boxes on the 90 foot diamond
- Preparing to Winterize Facilities.
- Park water will be shut off on October 31st
- We have had numerous repairs completed to the fire suppression system at Buckland Park.
- We will be replacing the outdoor concession building drinking fountains.
- New trees have been planted throughout the park.
- Equipment winterization and preventative maintenance.
- 3 Bay Barn re-organization.
- We are replacing parking lot lights.
- We will be purchasing and installing new windows at the Lodge this winter. The current casement windows have had a short life span with the volume of lodge use. By doing the work in house we will be saving thousands of dollars.

BUCKLAND FARMHOUSE/VETERAN'S MEMORIAL:

- We are scheduling a Fall clean-up at both sites to cut back perennials and general site clean-up.
- Annual heating system maintenance.

CORBETT'S GLEN:

- Ongoing landscape /trail maintenance to keep trails clear of debris. Ongoing park mowing.
- Daily park shifts continue to be scheduled.
- We have completed our trail border in both the North and South parts of the Glen. We have no plans to install the border anywhere else in the park.
- A very large cottonwood tree in the North end of Corbett's Glen has had a public hearing in order to be removed. The removal has been scheduled.
- The Corbett's Glen Advisory Council continues to evaluate current/future issues including overuse, erosion, dogs and parking.

BRICKYARD TRAIL:

- Daily park shifts are scheduled.
- Regular trail maintenance
- All trail head plantings have been cut back for the winter.
- We recently worked with the Friends of the Brickyard Trail group to remove two truckloads of invasive species along the trail. Autumn Olive and Tree of Heaven, two fast growing species were identified, tagged and removed.

LEHIGH VALLEY TRAIL:

- General Trail Maintenance including tree limb and brush cut back.
- We have had inquiries about two "S" shaped curves located along the trail. We are leaning towards installing signs to alert trail users to use caution to avoid oncoming walkers, joggers and bikes.

12 CORNERS TRIANGLE PARK:

- Seasonal irrigation system has been winterized.

OTHER:

- We posted many new No Hunting signs in the Lynch Woods Park area this fall to help address the volume of hunters who try to access that property.
- The new Highland Crossing Trail has officially been opened.

BRIGHTON SENIORS - No Report**PEDESTRIAN/CYCLING TRAILS COMMITTEE – reported by Jackie Marchand**

See Highland Crossing trail report above.

TOWN BOARD UPDATE – Chris Werner

The leaf vacuum system recently purchased by the town has not worked as well as hoped. Has been put up for auction. The Town Board booth at the Farmers Market every other week has been well received. The town budget will be approved before the election and will be under the current tax cap.

CORBETT'S GLEN ADVISORY COUNCIL – reported by Ray Warrick

No meeting date set currently. An email will be sent to the council to get their feedback on the fencing installed by the Parks Department staff.

BRIGHTON BASEBALL – reported by Mike Zobel

Brighton Baseball has expanded the size of their board from 14 to 22 members. The website is in the middle of a relaunch. Spring registration has started.

BRIGHTON SOCCER – Reported by Michael Tullio

The Brighton Soccer board is planning for the 2020 season. They are planning to have registration opening in late January.

GOOD OF THE ORDER:

Mark Kokanovich mentioned with all new land and spaces that have been added to the town parks responsibilities that no additional mowing or maintenance expenses have been considered or added to the budget for the Parks Department.

MOTION TO ADJOURN MEETING AT 5:45PM by Mark Kokanovich and 2nd by Coleridge Gill.

NEXT MEETING DATE: MONDAY, November 25, 2019 at 4:30 pm.

*****Brighton Senior Center*****

****If you are unable to attend this meeting or will be late, please contact Denis Conley (denischemist59@gmail.com) at 585-784-0231 or Linda Leavitt Curcio (Linda.Leavitt@townofbrighton.org) at 585-784-5265.**