

## Parks Committee Meeting Minutes, Monday, May 8, 2017

Ellwanger Room, Seymour Library, 7pm  
161 East Avenue, Brockport, NY 14420, 637-1050

### ATTENDANCE:

Present: Hanny Heyen, John LaPierre, Linda Ketchum, Lynda Cochran, Joe Blosenhauer, Barbara Blosenhauer, Losh Spalla

Absent: Sandi Henschel, Annie Crane, Karen Agostinelli

MEETING MINUTES: The April 10, 2017 minutes were approved.

CORRESPONDENCE/LETTERS: various items described in old and new business below

PARKS BUDGET REPORT: 05/08/17: Line 7140.2000 (other parks items in DPW budget) appropriation: Balance: \$6,100; Outstanding encumbrance: \$20,000 (donation from Wegmans)

### OLD BUSINESS:

- Installation of South Avenue Park Playground, Phase 2: A recap of events are as follows. DPW workers: Jerry Bradt, Pat Farrell, Joe Rodack and Dan Verace were present and set up all equipment prior to 8am on Saturday, April 22, along with superintendent, Harry Donahue. The weather was cool and misty when 5 college student volunteers showed up along with a nearby Village resident, Mark Ricci. Committee members Linda Ketchum and Hanny Heyen were also present to greet the members of the Village Board and various neighbors. Wegmans delivered breakfast, lunch and much needed hot coffee. All those present worked very hard. When the manager of Brockport Wegmans, Frank Miceli, came at 2pm everyone enjoyed pizza and a beautiful play area. H. Heyen sent a note of thanks to all involved. The Parkitects project leaders, Nathan Emery and Sara Ulacco, stated that they have never worked with a better crew!
- Clean Sweep/Earth Day: Village Deputy Clerk Treasurer, Erica Linden, organized 40 volunteers to clean and rake both sides of the canal bank from Harvester Park to Corbett Park. Family activities such as worm composting, games and snacks at Corbett Park were also part of the event.
- Letters to Parks Neighbors: A letter that includes a survey about parks usage will soon be sent to neighbors near playgrounds of Barry Street, Corbett, Evergreen Road and Havenwood Drive parks. The letter is to notify residents of safety measures being taken, in particular, taking down and replacing old swing sets.
- Parks Signage: Peter Sharpe, instructor at Monroe2BOCES, stated that his annual budget will be approved July 1, 2017. Included in his budget is an order for a larger CNC Cutter which can handle engraving of our signs. Anticipated delivery of 10 new park signs is scheduled for fall 2017. H. Heyen is getting cost estimates of metal signs to attach the park address and rules to back of signs.

- Parks are Public: There was an Interfaith Prayer Gathering in Sagawa Park on April 30, 2017. No permits or reservations are needed for park use. All park space is open to first-come-first-serve.
- Bench Request Form: H. Heyen will email the final draft of the form to all committee members. It should also be noted that if a concrete base needs to be built for a bench, the cost is an additional \$300. The bench (with plaque) cost is \$1500 and is ordered through Parkitects by DPW superintendent, Harry Donahue, once the request has been approved by the Village Board.
- Parks Brochure: This project is nearly complete thanks to K. Agostinelli's work. L. Cochran volunteered to see it to fruition with help from Norm Frisch.

### NEW BUSINESS:

- Saturday of Service: Saturday, August 26, 2017 from 2pm until 4pm. Committee members are asked to look at projects in their assigned parks that might be good for student volunteer work.
- Mission Statement: When filling out a volunteer request form for college student service, a mission statement is needed. H. Heyen created a statement for our last request. We worked on revising it and came to a consensus on the following wording:

*The Parks Committee of the Village of Brockport serves as an advisory committee to the Village Board and works with the Department of Public Works. Together, we aim to provide well-maintained parks and public places, and to preserve open space in our neighborhoods for maximum public enjoyment.*

- Grand Opening of South Avenue Park Playground, Phase 2: On Saturday, May 20, 2017, at 11am, all the volunteer workers and neighbors are being invited to celebrate the completion of the Community Build project. J. LaPierre suggested that the neighbors be notified in a mailing. H. Heyen will submit a news clip to the Suburban News for publication. We discussed our planned plaque and what should appear on it to thank Wegmans for their generous donation that enabled the purchase of equipment for Phase 2 of the playground and we agreed on the following:

**With appreciation to  
Wegmans Food Markets  
For their generous contribution  
To the children of Brockport  
2017**

The turn-around time after ordering the plaque from Lamont Awards and Apparel in Spencerport is 4-6 weeks. A wooden post with plaque support was provided by Rick Lair, Director of Facilities Maintenance at The College at Brockport.

- Mom's Club Presentation: H. Heyen attended a meeting of the Mom's Club on May 3, 2017 at the First Methodist Church. The chairperson, Kari Pardun, provide an introduction. H. Heyen handed out the attached fact sheet outlining what the Village Parks Committee does hoping to garner interest in joining our committee. Comments and concerns followed such as: needing a bathroom at Monika's Park, graffiti removal and how to get information on parks (they only use Facebook). They would also like to know how they can help, even offering to form a "graffiti brigade".
- Swing Set Replacement Proposals: There are two options for the frames of the swing sets we can order from Parkitects to replace old swing sets. One is an arched frame and the other is a single post frame (as ordered for Corbett Park and soon to be installed). H. Heyen showed pictures of the two designs and it was decided that the arch frame would be a good fit for the Barry Street playground where there is more space. The single post frame has a smaller profile and is a good fit for the smaller playgrounds on Evergreen Road and Havenwood Drive. J. LaPierre suggested that we use the reserves set aside in previous years for Village Parks to order these three swing sets. The Village can purchase wear mats to save one-thousand dollars on each set and bypass ordering them through Parkitects. Sites were measured by Sara Ullaco, Parkitects, along with J. LaPierre, H. Heyen and H. Donahue.
- Pavilion Damage at Monika's Park: The Village of Brockport is working with their insurance carrier to replace the pavilion damaged by a falling tree limb during the recent wind storm. J. LaPierre suggested that H. Donahue get a quote from a third party and start the necessary demolition/rebuild now. All the trusses were cracked and a complete rebuild is needed. Starting now will ensure that it may still get some use in the warmer months. The insurance money will come later. J. LaPierre will make a motion at the next Village Board meeting to approve the expenditure of the rebuild, swing set purchases and excess wood chips needed in all playground areas as per the October safety audits.
- Liability Insurance Renewal: Village Clerk, Leslie Morelli, contacted H. Heyen regarding the value of parks amenities and equipment. Paperwork was filed with the broker to get coverage for the 2017-2018 fiscal year. The individual park descriptions on the Village website provided a basis for the insurance company to go on. H. Heyen stated that Parkitects would be able to give the value of play equipment for each playground.
- Membership Responsibilities: Each of us has the responsibility to attend meetings or notify H. Heyen if you can't make it. K. Stiles has resigned and we need to look for another Village resident who may be interested. A position of interest form would need to be filed out by anyone who would like to be on our committee. Everyone should visit their assigned park once a month to note any problems that arise. Also, check the online description of your park to make sure it is up-to-date.
- Harvester Park Bench Request: The bench requested to honor Douglas Wolcott is expected to be delivered May 23, 2017.

**OTHER:** The tennis nets in Corbett Park and the pickleball nets in Barry Street Park have been installed for the season.

The fact sheet that follows this last page of minutes can be printed and handed to people who might be interested in joining the Parks Committee.

**NEXT MEETING:** Monday, June 12, 2017, Seymour Library at 7 pm

Respectfully submitted,  
Linda Ketchum  
Vice-chair

Attachment

## **VILLAGE OF BROCKPORT PARKS COMMITTEE FACT SHEET revised May 7, 2017**

Parks Committee Mission: *The Parks Committee of the Village of Brockport serves as an advisory committee to the Village Board and works with the Department of Public Works. Together, we aim to provide well-maintained parks and public places, and to preserve open space in our neighborhoods for maximum public enjoyment.*

**Parks Committee Members & Meetings:** Nine members along with Village Board liaisons, John LaPierre and Annie Crane, meet monthly (April – October, and as needed) on the second Monday, 7:00 p.m. @ the Seymour Library. Our current chair is Hanny Heyen, (585) 637-3867, [hgheyen@rochester.rr.com](mailto:hgheyen@rochester.rr.com)

**Village Parks' website page:** <http://www.brockportny.org/community/village-parks>

### **Nine Parks (six with playgrounds\*):**

Barry Street Park *	Corbett Park *	Evergreen Road Park*
South Avenue Park* (newest)	Havenwood Avenue Park*	Monika Andrews Children's Park *
Remembrance Park	Sagawa Park	Harvester Park (Welcome Center)

**Parks Meeting Agendas and Minutes:** <http://www.brockportny.org/government/parks-committee/minutes-and-agendas/category/6-parks-committee-meeting-minutes>

**Village Code 34A-Village Parks:** The Village Board approved the Parks Law on September 19, 2016 subsequently followed by approval by the NYS Department of State. <http://www.ecode360.com/31740651>

**Members/Parks Responsibilities:** Each member is responsible to oversee a specific park, attend meetings, and get involved in projects

**DPW, Role of:** In charge of maintenance and safety of the parks; Parks Committee has advisory authority to the Village Board.

**Recent Park Improvements:** Second phase of the South Avenue Park playground just completed (Donor: Wegmans); 660' new fence in Corbett (set \$\$ aside two years); Pickleball courts in Barry Street Park; New swing set for Corbett Park (Donor: BISCO) ready to be installed.

**Budget:** There is \$8,500 on the Parks Budget line June 1, 2017-May 31, 2018. Some expenses are in DPW budget.

**College at Brockport:** Students volunteered for Arbor Day, Annual Saturday of Service, installation of playground equipment in South Avenue Park; Donated (3) used tennis nets (cost over \$300 each) and (6) posts.

### **Current Projects:**

Following up on Audits of Playgrounds completed in Fall 2016 by a Certified Safety Inspector from Parkitects  
Designing New Parks Signage (Production by BOCES): 2016-2017, 10 signs (2 signs for largest park: Corbett)  
Creating a Bench/Plaque Request Form  
Producing a Parks Brochure (with/Norm Frisch)

### **Position of Interest Form:**

<http://www.brockportny.org/departments-services/forms-and-applications/position-interest-form>

