

Parks Committee Meeting Minutes

Tuesday September 12, 2017

Village Hall, Brockport, 7:00 pm

Present: L. Ketchum, L. Cochran, A. Crane, L. Spalla, J. Blosenhauer, A. Guptill, J. LaPierre, H. Heyen

Excused: B. Blosenhauer, S. Henschel

Meeting called to order at 7:00 pm by L. Ketchum

Approved- Meeting Minutes from the August 14, 2017 meeting with one edit. Motion by A. Crane, Second by H. Heyen, all members approved.

Correspondence: *(in order from the agenda)*

1. L. Ketchum will connect with the Honors College students to see if they are interested in the Harvester Park concrete sealing project. Ideal timeframe for this completion is the end of September.
2. We voted to pass on participating in "Make a Difference Day", October 28th.
3. Discussion was held on where to plant the lilac bush by Bill Moore's donation. Suggested the east end of Harvester by the Park Ave Bridge. L. Ketchum will follow up on this.
4. Discussion was held on the necessity to post a sign about checking the roller-slide in Monika's park for wood slivers before usage. Since this is the first incident, we will wait and suggest that S. Henschel checks it monthly as part of her park routine.
5. Saturday of Service article- agreed we should insert something into the Suburban News. S. Henschel volunteered to write something up and L. Ketchum will find a photo.
6. As a follow up to the community member trying to access the website to report a park hazard, discussion was held on the validity of the link. H. Heyen will follow up to check.
7. L. Ketchum requested that members check the link and their parks to ensure the information presented using the ParkServe Tool is accurate. L. Ketchum did make edits from what she saw immediately.

Liaison's Report:

1. J. LaPierre discussed the progress of new swing installation at Corbett Park. Appears on track. L. Ketchum suggested getting something in the Village Newsletter about new swings and surveys.

2. A. Crane discussed her attempts at connecting with David Miller and campus faculty regarding the creating an interactive park map similar to the rental property map on the Village website. A. Crane will be in touch with L. Cochran and A. Guptill if assistance on campus is needed in making connections.

Old Business: *(in order from the agenda)*

1. A. Guptill hasn't received any further surveys. She suggested a "dot poster" survey could be organized in the future for one or more parks as an option to get further information from the community.
2. Discussion was held on the safety of the pole and plaque at the South Avenue Park as it is at the height where small children could not see it while running around hence potential for injury. Suggested planting of a small shrub and if possible, donation by Sara's Garden or we will purchase if need be. Follow up will occur by L. Ketchum.
3. L. Cochran has been trying to connect with Norm Frisch on the brochure. Two attempts recently thus far, will try again then decide how to proceed forward to get project completed.
4. A. Guptill reported the edits to the park metal signage example and discussion was held. Edits to make include: removal of park address at top (since duplicated at bottom), moving "park open dusk to dawn" hours to top of sign, removal of camping statement, and adding the nearest cross street. A. Guptill will confirm with S. Henschel. Committee approved moving forward to print signs thereafter without committee review again. The size will be approximately 24" wide and 36" long. Committee members will look at their parks and bring a sketch of where they feel the sign would be best suited to the October 10, 2017 meeting or email A. Guptill as soon as possible. Also, each committee member should see where the new large wooden park name signs would best be located.
5. Saturday of Service thank you extended to supervisors and DPW by L. Ketchum. S. Henschel will create a press release with a photo taken at Monika's Park for submission to the Suburban News.
6. H. Heyen reported to the Village Board on Monday August 21, 2017 of our performance the past year. L. Ketchum was present for support. Village board pleased of our progress.
7. H. Heyen will give a final review to the park bench form and email to committee members for email vote, if not before, she will have it in person at our next committee meeting so this can be implemented. Committee members should check their parks for future locations where a bench could be placed.
8. L. Cochran attempted to connect for further information on the ice rink email and solicitation; email was returned. Committee discussed passing this to the Sweden Clarkson Community Center. L. Cochran will send it to them for their information and action if they choose, no longer a Village Parks Committee item.
9. Budget remains at \$8500. No update provided.

New Business: *(in order from the agenda)*

1. All committee members completed their park surveys and turned them into L. Ketchum for compilation and reporting to DPW Superintendent, Harry Donahue.
 2. Committee reviewed the 5-year plan and suggestions were made to add items. H. Heyen stressed the importance of removing old paths through Corbett Park. This could be included in the current Canal Redevelopment Grant. A. Guptill suggested creating a three-mile walking map connecting Village parks. We would have a spatial network of parks to showcase all the parks available. L. Ketchum suggested making this part of the interactive map suggested by A. Crane on the Village website. H. Heyen also suggested we add hiring an arborist to trim all the lilacs in Corbett Park to the 5-year plan.
 3. The 2017 Fact sheet was moved to approve by L. Spalla, seconded by H. Heyen, all committee members approved this for use as was provided. The new Fact Sheet follows these minutes. L. Ketchum will ask to include this separately on our parks minutes page on the Village website. We can download, print and distribute to community groups.
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Meeting adjourned at 8:10 pm by L. Ketchum

Next meeting is Tuesday October 10, 2017 at 7:00 pm, Village Hall, Brockport
(last meeting unless deem needed until March)

2017 Fact Sheet, Village of Brockport Parks Committee

Mission Statement: *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.*

Village of Brockport Website: <http://www.brockportny.org/>

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

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

Nine (9) Village Parks: *six (6) have playgrounds (addresses supplied by 911 contact, Christopher R. Martin, RPL)

*Barry Street Park, 58 Barry Street

*Corbett Park, 135 Clark Street

*Evergreen Road Park, 211 Evergreen Road

*South Avenue Park, 52 South Avenue

*Havenwood Drive Park, 47 Havenwood Drive

*Monika Andrews Children's Park, 74 Utica Street

Remembrance Park, 111 Park Avenue

Sagawa Park, 96 Main Street

Harvester Park, 53 Market Street

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>

Parks Committee Structure: nine (9) members, plus, two (2) Village Board liaisons: John LaPierre and Annie Crane; Meet monthly (April – October, and as needed) on the second Tuesday, 7:00 p.m. @ the Village Hall

Members Responsibilities: Each member is responsible to oversee a specific park.

Department of Public Works: in charge of maintenance and safety of the parks. The Parks Committee works with Harry Donahue, DPW Superintendent, and has advisory authority to the Village Board.

Recent Park Improvements:

The South Avenue Park playground (Phase I – 2016, with Parks' budget/Phase II – 2017, Donor: Wegmans)

660' new fence in Corbett Park (2015)

Pickleball courts in Barry Street Park (2014)

Historical Mural in Sagawa Park (2016)

New Swing sets for Corbett (Donor: BISCO), Barry, Evergreen, & Havenwood Parks (2017/2018 installations)

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

College at Brockport: Involved in annual Arbor Day tree planting; provides student volunteers for annual Saturday of Service (each August); donates tennis court equipment

Current Projects:

Audits of Parks, Certified Safety Inspectors, Parkitects (2016)

New Signage: safety/rules (metal) and park names (wood) -woodwork for 10 signs donated by BOCES (2017-2018)

Updated Bench/plaque request form (2017)

Updated Parks brochure (2017)

Linda Ketchum, Chair, Village of Brockport Parks Committee
(585) 637-9669, lketchum@brockport.edu