

**OAK HILLS PARK AUTHORITY
MEETING MINUTES
June 21, 2012**

PRESENT: Bob Virgulak, Chairman; Mike Corsello, Vice Chairman; Shannon Giandurco; Pat Williams; Bill Kementzides; Paul Cifatte; and Clyde Mount.

ABSENT: Ralph DePanfilis.

STAFF: Shelly Guyer, Executive Director; Tom Vorio, Superintendent; and Ed Ruiz, Golf Pro.

INTERESTED PARTIES: Walter Englert, CPA.

CALL TO ORDER

Mr. Virgulak called the meeting to order at 7:30 p.m.

ACCEPTANCE OF MINUTES

Mr. Virgulak asked the Authority Members to review the May 17, 2012 meeting minutes. New Business, page 5, paragraph 5, "Mr. Corsello stated that no action was taken during the executive session."

****MR. CORSELLO MADE A MOTION TO APPROVE THE MINUTES OF THE MAY 17, 2012 AS AMENDED.**

****MRS. WILLIAMS SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

PUBLIC COMMENT

Diane Cece told the Authority that she is a Norwalk resident and FOI expert and as a point of order she advised the Oak Hills Park Authority that the meeting agenda does not adequately identify action items from discussion items and it must and the Authority needs to adequately specify the topic(s) of the executive session the agenda.

SUPERINTENDENT REPORT

Mr. Vorio noted that the relationship between the golf pro and the course superintendent is very important and he's happy to report that he and the Ed Ruiz, the new golf pro, have developed a very good rapport. He noted that Mr. Guyer held a management meeting which went well and he is happy that the different management pieces are coming together nicely.

Mr. Vorio reported that he attended the Conservation Commission meeting to obtain a permit to install a new sewer line through the wetland area as part of the project funded by the DEEP Clean Water Act grant. He stated that the Commission had some questions but Alexis Cherichetti, Sr. Environmental Officer told him the next day that the permit would probably get approved at the July meeting. He reported that the grant contracts still need to be signed so he is planning the drainage project to start in the winter months.

Mr. Vorio reported that the new panel for the sewer station has not been installed yet. He advised the Authority that Mrs. Williams plans to pay for the completed sewer project costs in FY2012 and the project balance in FY2013. Mrs. Williams discussed this step.

Mr. Vorio reported that the crew has been hard at work. He stated that the course is in great condition, the greens are playing well and fairways are still green.

He reported that the crew completed an emergency drainage project on the 7th hole and would install drainage on the left rough of the 10th hole. Mr. Vorio estimated that it would cost \$500 for material to complete the project. He noted that he and Mr. Guyer agreed that the project couldn't wait until the slow season. The Authority agreed that the cost was affordable.

He stated that the crew would weed the Women's Golf Association garden on the 18th hole prior to their Member/Member golf tournament next week when they planned to officially dedicate the memorial garden bed to former members.

PRO REPORT

Mr. Ruiz reported that his first 30 days at Oak Hills have been challenging and he has put in many hours but it has been a labor of love. He noted that he looked forward to continued collaborative efforts between he and Mr. Vorio who has been extremely supportive of all his efforts.

Mr. Ruiz stated that the operations that fall under the responsibility of the golf professional include the golf shop, overseeing outside operations, tournament operations, instruction and course activity. He stated that the course and shop are now equipped with a new POS system, a new counter, electrical, telephone and computer wiring, carpeting was installed and the store room is now an office.

He reported that he obtained accounts with five major vendors and will receive 50% of the merchandise ordered by tomorrow. He stated that the Oak Hills website now includes 80% of the updates about golf instruction and the shop and he expects it to be completed soon.

He noted that the outside operations of cart staff, rangers, and starters are very professional and positive, and the tournament staff was a pleasure to work with at the first tournament. Mr. Ruiz stated that John Sharkey, lead cart supervisor, is very efficient and cleared out a spot in the cart barn so he could store range equipment and balls. He noted that Mr. Sharkey and his son volunteered their time to help him in the shop.

Mr. Ruiz reported that he has brought in Paul Alexander, a associate and PGA professional, to assist him in offering golf programs including golf clinics at Oak Hills. He noted that for the next several weeks his efforts will continue in the shop to ensure it is fully operational and provides the service the golfers at Oak Hills want. He eventually will begin giving lessons and hire staff to work in the shop.

Mr. Ruiz reported that Mr. Vorio provided him with assistance to improve the practice area, define the target develop, build an upper tier, and clear some trees and vegetation to provide additional seating. He noted that he and Mr. Vorio will tour the course together to discuss ideas for the future.

He advised the Authority that he scouts the course to examine where the slow play issues occur and will work with Mr. Guyer and Steve Wallerstein to execute their initiative to keep the play time for 18 holes at 4 hours and 24 minutes. He thanked the following for their help over the past month; Gloria Raymond, Mr. Andronaco, Mr. Pizano, Mrs. Giandurco, Mr. Alexander, Mr. Sharkey, Mr. Dement and the entire staff.

EXECUTIVE DIRECTOR REPORT

Mr. Guyer reviewed with the Authority the structure he has set up to manage the outside and inside operations on the course and in the office.

He advised the Authority that the American Legion booked a tournament for July 9th. He recommended that the Mayor's Trophy be rescheduled for August.

The Authority Members agreed that they want more time to market the course fundraiser to ensure its

success. He will contact the Mayor to schedule a date with him.

Mr. Guyer stated that he has agreed to two new marketing deals. He stated that Oak Hills will participate in a promotional evening that Golf Smith runs at which Golf Smith will sell an Oak Hills voucher for four players to play a round of golf at the price of three players. He reported that Oak Hills has joined GolfNow.com which markets one golf course tee time at a price and time specified by Oak Hills and paid by the golfer using the Chelsea system.

Mr. Guyer reported that Oak Hills would receive some revenue starting July 1st when a tenant moves into one of the apartments. He noted that in addition the owners of the Terrace Grill want to sign a lease for the other apartment to house employees. The Authority discussed the work being done to repair the apartment on the left.

Mr. Guyer stated that he has scheduled a shotgun tournament on Tuesday morning and will charge the regular rate. He believes there are about 12 to 14 foursomes signed up. Mr. Virgulak inquired if he will offer a more flexible tournament schedule than has been offered in the past. Mr. Guyer responded that he will book a tournament on a day other than Monday if the organizer can guarantee over 60 people. He noted that the Women's League day is on Tuesday which he forgot but many of the members have signed up for the shotgun.

He stated that the May golf sales analysis shows that the revenue is down 10% and the rounds are down 20% compared to 2011. He noted that it is a disappointment but not sure as to the reason noting that the weather hasn't been a factor. Mr. Guyer advised the Authority that the adult resident golf rounds are down and the number non-resident golf rounds are up about 7.5%. He and the Authority discussed the numbers and how to increase the resident play.

Mr. Virgulak commented that Mr. Guyer's organization of the management structure has put a solid team in place and has strengthened the course.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Cifatte reported to the Authority that the RFP for the Tennis vendor was mailed out in May and the deadline date was extended to July 7th. He believes the bids will be very competitive and believes that the bids will net a higher rate. He noted that there hasn't been any afternoon play as of yet.

Mrs. Williams asked Mr. Cifatte to send her updated tennis revenue numbers for the 5 year plan. Mr. Cifatte stated that he would have a real number when the bids were open in July but would try to estimate until then.

Greens, Facilities & Water Use Committee

Mr. Kementzides had no new information to report.

Finance Committee

Mrs. Williams advised the Authority Members that overall the May financials reports show that the revenue down. She reported that the Administrative salary (part-time rangers, starters, cashiers), with the over-time in seasonal salary, is \$7,000 over budget this month.

The Authority, Mr. Englert and Mr. Guyer discussed the budget overage. Mrs. Williams stated that she would review the numbers to see if she can pinpoint if it is a cost increase or an error. Mr. Vorio pointed out that the numbers for both water and the agriculture/chemical account lines look incorrect to him particularly since the water bill cost is \$100 a month, at minimum. She stated that she and Mr. Guyer will be preparing a 5-year budget which is due to Bob Barron next Thursday.

Mr. Englert stated that Mrs. Williams has been doing a stellar job and putting in far more hours than she should. Mr. Englert stated that with regards to the audit he is concerned about the accuracy of the accounting entries. He stated that the number of questions that stem from the accounting function continue and appears to be an indication in his opinion that the accounting function is not properly being done and it has resulted in distortion of the numbers. He advised the Authority that in three weeks these same accounts which are under question still need to be reconciled before Bob Barron reviews the financial statements.

The Authority and Mr. Englert discussed Oak Hill's office administrative, accounting functions and bookkeeping requirements. Mr. Mount stated that he would work with Mr. Guyer on a job description that combined administrative and accounting functions. Mr. Englert stated that he would send Mr. Guyer his observations and idea of what he thinks should be included in the administrative position at Oak Hills. Mr. Vorio stated that without an assistant superintendent he has to be out work on the course and not in the office doing paperwork. He asked whether it is possible that the administrative person could take on his paperwork so that he can devote the time to the course. Mr. Englert suggested that Mr. Vorio let Mr. Guyer know of his administrative work load as well; maybe it is accounting work that could be handled by the office administrator.

Mrs. Williams noted that Mr. Englert had submitted a proposal for the 2012 audit and an invoice for the accounting work that he provided through the winter.

****MRS. WILLIAMS MADE A MOTION TO SUSPEND THE RULES TO ADD TO THE AGENDA A VOTE ON MR. ENGLERT'S 2012 AUDIT PROPOSAL AND INVOICE.**

****MR. CORSELLO SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

****MRS. WILLIAMS MADE A MOTION TO APPROVE MR. ENGLERTS 2012 AUDIT PROPOSAL AND INVOICE.**

****MR. CORSELLO SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

Mr. Virgulak noted that Mr. Englert put in many more hours over the winter and through the transition period than his invoice reflects. He thanked Mr. Englert for his generosity.

Legal Committee

Mr. Corsetto advised the Authority that he would discuss the negotiations on restaurant sub-lease in executive session.

Marketing Committee

Mrs. Giandurco thanked Mr. Ruiz for attending the Chamber of Commerce meeting in May. She noted that the Chamber is holding a new member meeting next week if he is available to attend. Mrs. Giandurco stated that she is working on updating the Facebook page and has gotten a lot of pointers from an expert that Mr. Ruiz suggested she contact.

She had hoped to package a press release about the new pro and restaurant vendor but has not since the restaurant deal hasn't come together. The Authority discussed not waiting to advertising that the new golf pro has started and the upcoming articles planned by the Norwalk Hour. Mr. Virgulak noted that he asked the Norwalk Chamber of Commerce why they hold their tournament at Shorehaven Golf Club instead of Oak Hills. He was advised by the director that Chamber members preferred to play at Shorehaven but would consider scheduling a smaller tournament at Oak Hills in the fall.

Mrs. Giandurco stated that she would advertise the Mayors Tournament in the monthly Chamber mailing. Mr. Corsello hoped that members of the Chamber would play in the Mayors tournament.

Mr. Corsello inquired about using the carts to market businesses. Mr. Guyer advised the Authority that the company that handled the previous cart marketing issued a check to Tom Vorio for \$1,500 to pay Oak Hills for this year's marketing with First County Bank. He stated that the company states that Oak Hills is under a five year contract but the company cannot produce a copy of the contract. He is meeting with the manager tomorrow and unless he can produce a contract or make Oak Hills a better deal he will return the check. The Authority agreed.

Human Resource & Policy Committee

Mr. Mount reported that the Authority would discuss the extension of the Superintendents contract in executive session.

Master Plan Committee

Mr. Virgulak stated that Mr. DePanfilis has been ill and feels he may not be able to continue to serve as an Authority Member. Mr. Virgulak noted that he may be on the road to recovery and asked Mr. DePanfilis to think about it more before he makes a decision.

OLD BUSINESS

Mr. Englert inquired whether Mr. Vorio received quotes to purchase new equipment in FY2013. Mr. Vorio replied that he received quotes and the number was in his budget that he submitted to Mrs. Williams. He noted that in the 5 year budget plan the total commercial debt service is stated as \$57,000 but he submitted a budget of \$60,000 in order to cover the debt. Mr. Guyer and Mr. Vorio advised the Authority that Toro has used P&C Bank to finance the equipment debt and assigned the City of Norwalk to the lease. Mr. Guyer advised the Authority that he is working with Toro to change the lender or have P & C Bank assign the lease to Oak Hills Park Authority.

The Authority and Mr. Vorio discussed Toro's policy on old equipment. Mr. Vorio advised the Authority that he had to adjust the cart speed because they were too fast.

NEW BUSINESS

None.

****MR. CORSELLO MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 9:15 P.M. TO DISCUSS THE ONGOING RESTAURANT SUBLEASE NEGOTIATIONS AND THE EXTENSION OF THE SUPERINTENDANTS CONTRACT.**

****MR. CIFATTE SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

The Authority ended the executive session and continued with the regular meeting at 9:45 p.m.

****MR. MOUNT MADE A MOTION TO EXTEND THE SUPERINTENDANTS CONTRACT FOR SIXTEEN MONTHS THROUGH DECEMBER 31, 2013.**

****MRS. WILLIAMS SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

****MR. CORSELLO MADE A MOTION TO AMEND THE SUPERINTENDANTS EXISTING CONTRACT TO REQUIRE BOTH PARTIES TO GIVE THREE MONTHS NOTICE SHOULD**

EITHER PARTY INTEND NOT TO RENEW THE CONTRACT.
****MR. MOUNT SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Mr. Virgulak and the Authority congratulated Mr. Vorio on a job well done.

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting at 9:47 p.m.

****MR. CORSELLO MADE A MOTION TO ADJOURN THE MEETING.**
****MR. CIFATTE SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,
Sheila Dravis