

**OAK HILLS PARK AUTHORITY
MEETING MINUTES
May 13, 2010**

PRESENT: Larry Andronaco, Chair; Bob Virgulak; Tom Aikenhead; Martha Lemmon; Mike Corsello; Paul Cifatte; and Ralph DePanfilis.

STAFF: Vincent Grillo, Jr., Executive Director; Tom Vorio, Superintendent and Danae Franges, Office Administrator.

ABSENT: Kristrun Romano and Bill Kementzides.

PUBLIC: None

Mr. Andronaco called the meeting to order at 7:35 p.m.

ACCEPTANCE OF MINUTES

Mr. Andronaco asked the Authority Members to review the minutes of April 8, 2010 for amendments. Page 1, Public Comment, 1st sentence, "Mr. Spremulli requested..."

****MR. AIKENHEAD MADE A MOTION TO APPROVE THE MINUTES OF APRIL 8, 2010 AS AMENDED.
**MR. CIFATTE SECONDED THE MOTION.
THE MOTION PASSED. MR. DEPANFILIS ABSTAINED.

PUBLIC COMMENT

None.

EXECUTIVE DIRECTOR REPORT

Mr. Grillo reported that this April was a very good month, earning \$30,000 more in revenue and 600 more golf rounds than in April 2009. Mr. Grillo noted that the financial balance sheet is looking better and the finances are on track for recovery.

Mr. Grillo stated that the new food canteen opened May 8th. He noted that the golfers are pleased with the service and food, and the restaurant is happy that it's been well received by the golfers.

Mr. Grillo reported that the new website is online and can be accessed via www.oakhillsparkgolf.com or www.oakhillsgc.com. He noted that the office has received many compliments on both its appearance and ease of use.

Mr. Grillo stated that Mr. Vorio and his crew cleaned up the damage from the March storms and the course looks very nice. He reported that the new insurance company has reimbursed \$34,000 of the claim and he is discussing receipt of the \$2,000 balance to finalize the transaction. Mr. Grillo noted that James P. Murphy Insurance has been very helpful and good about processing the claim for storm damage.

Mr. Grillo reported that there are 16-18 tournaments scheduled this season and the first tournament is on May 24th.

Mr. Grillo advised the Authority Members that he registered the Oak Hills Golf Course website on Golfnow.com, an online golf reservation service advertised on the Golf Channel. He stated that golfers search the website database to find a golf course then pay Golf Now a fee to reserve a tee time. Mr. Grillo noted that he sees no down side to the service because Oak Hills does not pay a fee for the service nor is it under contract, and he can cancel the service at anytime.

SUPERINTENDENT REPORT

Mr. Vorio reported that resumes for the assistant superintendent position are coming in slowly and none are acceptable. Mr. Cifatte inquired if Mr. Vorio had enough staff to maintain the course. Mr. Vorio responded that he did.

Mr. Vorio advised the Authority Members that the front nine greens were aerated on April 26 but the weather delayed aerating the back nine until May 10th. He reported that he and Ms. Lemmon are moving ahead on plans to correct drainage on the 17th and 18th holes this fall. He stated that they would have to obtain a permit for the work from the Conservation Commission. Mr. Vorio provided the Authority Members with "before and after" pictures of the recently finished capital projects.

Mr. Corsello noted that he heard there had been a car accident near the tennis facility. Mr. Vorio reported that a car drove over the wood post used to secure the parking lot and hit a tree. He noted that no one had been hurt and neither the tennis courts nor building were damaged.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Cifatte reported that the tennis facility opened on May 2nd and the courts are in great shape. Mr. Grillo noted that on May 1st Mr. Gocke paid the rent for the season.

Mr. Aikenhead noted the restaurant committee met with Kathy, manager of Quattro Pazzi, to discuss the restaurant business, the new food canteen and the attributes of advertising to build business. Mr. Corsello inquired whether the owners still had the restaurant lease for sale. Mr. Virgulak advised that it is still for sale.

Ms. Lemmon noted that she called the restaurant for a reservation on a Sunday and was surprised to find out that the restaurant would not be open. Mr. Aikenhead stated that the restaurant is suppose to keep regular hours or advise the Authority of a schedule change and make a note on the answering machine.

Greens, Facilities & Water Use Committee

Mr. Andronaco stated that the roof shingles damaged in the March storm were replaced on the entrance building. He stated that Joe O'Connor started up the water pump system.

Mr. Andronaco commented that the golf course is in good shape and the course improvements have shaped up the course nicely. Ms. Lemmon noted that a new source for top soil is necessary to rebuild greens. Mr. Andronaco replied that he would report on that subject under new business.

Finance Committee

Mr. Aikenhead advised the Authority Members that the April balance sheet has a few irregularities in it due to the difficulty in determining a prepaid expense from an accrued liability as well as the receipt of \$25,000 insurance payment from the tree company and the upfront rent payment from the tennis contractor creates a spike in the revenue which throws off the numbers when comparing revenues from the prior year. Mr. Aikenhead stated that overall the expense percentages are good and in sync with prior years.

Mr. Grillo noted that financials in the first 10 days of May 2010 have been better than last year so far.

Mr. Corsello inquired on the cost to employees to play a round of golf at Oak Hills. Mr. Grillo reported that employees pay \$2 for a tee time and \$5 for a golf cart during the week only. Mr. Corsello inquired whether the financial balance sheet should reflect the discount given employees and are they given prime tee times? He noted that if they take a peak tee time there is always another time available before or after it.

Human Resources/Policy Committee

None.

Legal Committee

Mr. Corsello had no information to report.

Master Plan Committee

Mr. Andronaco welcomed back Mr. DePanfilis. Ms. Lemmon inquired whether Turco Golf Construction or Harris Construction had come out to walk the site for the proposed mini-golf course. Mr. Grillo stated that neither was able to make a trip since the April Authority meeting.

Mr. Virgulak stated that the Mayor suggested that the Park Authority prepare the figures on the proposed mini-golf course before broaching the subject or requesting financial support for the project from the Common Council. Mr. Virgulak noted that the Mayor did not object to the idea but felt that the neighbors might be against Oak Hills building a mini-golf course. The Park Authority discussed the information.

OLD BUSINESS

Mr. Andronaco reported that he and Mr. Virgulak advised the Mayor that Oak Hills Park Authority would save approximately \$25,000 a year on the purchase of top soil if the City allowed them to extract top soil from the now defunct leaf dumpsite adjacent to Oak Hills Park. He noted that the Mayor referred him to Hal Albert in Department of Public Works who suggested that Mr. Andronaco discuss the request with the Department of Conservation. Mr. Andronaco stated that if Conservation gave permission to proceed he would then determine their next step to obtain the soil.

Mr. Andronaco reported that Mr. Goldblatt has agreed to volunteer his time on the ad-hoc mini-golf course committee.

NEW BUSINESS

Mr. Andronaco advised the Authority that in the past 12 years since the Authority started to manage the Park, the golf course the employees have only received a .50 salary increase once every 5 years.

He suggested that in a gesture of appreciation the Authority lower the current rate the employees pay for a golf tee time and cart from \$7 to \$5. The Authority Members discussed the proposal and interest in the staff positions.

****MR. DEPANFILIS MADE A MOTION TO APPROVE LOWERING THE CURRENT EMPLOYEE COST FOR A GOLF TEE TIME AND CART FROM \$7 TO \$5.**

****MR. VIRGULAK SECONDED THE MOTION.**

****THE MOTION WAS APPROVED, SIX IN FAVOR, ONE AGAINST.**

Mr. Grillo advised the Authority that he was contacted by Golf Strip Media a company that sells advertising for golf carts to find out if Oak Hills would be interested in participating. He stated that it would generate approximately \$5,000 to \$6,000 in revenue. Mr. Andronaco noted that Sterling Farms recently started the program. The Authority asked questions about the terms, types of advertisers, and actual revenue amount. Mr. Grillo stated that he would answers their questions at the next meeting.

Mr. Grillo noted that he and Kathy Riccio are discussing advertising a golf and lunch special in the Clipper Magazine. Ms. Lemmon stated that the Black Duck collaborated with a local golf course to promote a ½-price lunch deal. Mr. Aikenhead noted that it benefits Oak Hills to invest in advertising the restaurant and help build its business.

EXECUTIVE SESSION

The Authority went into executive session to discuss a personnel matter at 8:15 p.m. and returned to the regular meeting at 8:27 p.m.

****MR. CORSELLO MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A PERFORMANCE BONUS TO THE GOLF SUPERINTENDENT AS APPROVED.**

****MR. VIRGULAK SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting.

****MR. DEPANFILIS MADE A MOTION TO ADJOURN THE MEETING.**

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

****THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Sheila Sullivan

