OAK HILLS PARK AUTHORITY
MEETING MINUTES
February 16, 2012

PRESENT: Bob Virgulak, Chairman; Mike Corsello, Vice Chairman; Paul Cifatte; Martha Lemmon; Shannon Giandurco; Ralph DePanfilis; Bill Kementzides; and Clyde Mount.

STAFF: Tom Vorio, Interim Director and Superintendent,and Adam Schauer, Assistant Superintendent.

ABSENT: None

PUBLIC: Walter Englert, CPA and Pat Williams.

CALL TO ORDER
Mr. Virgulak called the meeting to order at 7:00 p.m.

ACCEPTANCE OF MINUTES
Mr. Virgulak asked the Authority Members to review the January 19, 2012 meeting minutes.
****MR. DEPANFILIS MADE A MOTION TO APPROVE THE MINUTES OF JANUARY 19, 2012 PRE-PUBLIC HEARING MEETING.**
****MR. CIFATTE SECONDED THE MOTION.**
****THE MOTION PASSED. MR. CORSELLO ABSTAINED FROM VOTING.**

****MR. DEPANFILISMADE A MOTION TO APPROVE THE MINUTES OF JANUARY 19, 2012 PUBLIC HEARING.**
****MR. CIFATTESECONDED THE MOTION.**
****THE MOTION PASSED. MR. CORSELLO ABSTAINED FROM VOTING.**

Mrs. Giandurco asked that the spelling of the assistant Superintendent's last name be corrected to Schauer in the minutes of the January 19, 2012 regular meeting where necessary.
****MR. DEPANFILIS MADE A MOTION TO APPROVE THE MINUTES OF JANUARY 19, 2012 REGULAR MEETING AS AMENDED.**
****MR. CIFATTE SECONDED THE MOTION.**
****THE MOTION PASSED. MR. CORSELLO ABSTAINED FROM VOTING.**

Mr. Virgulak asked the Authority Members to review the February 2, 2012 special meeting minutes.
Page 4, 3rd paragraph, 1st sentence, *Striken from the minutes,* "… ~~and to increase membership~~…"
****MR. DEPANFILIS MADE A MOTION TO APPROVE THE MINUTES OF FEBRUARY 2, 2012 SPECIAL MEETING AS AMENDED.**
****MRS. GIANDURCO SECONDED THE MOTION.**
****THE MOTION PASSED. MR. CORSELLO AND MS. LEMMON ABSTAINED FROM VOTING.**

PUBLIC COMMENT
Barbara Robinson commented that the First County Bank paid $1,500 for their logo to appear on 68 golf carts last year. She stated that this year Oak Hills plans to ask businesses for $750 to market their name on new tee signs. Mrs. Robinson advised the Authority that she would like to return in the spring to work at Oak Hills and would like to know when the Authority would let the employees know who would be asked to return to work.

Jane Walters thanked Mr. Virgulak for recommending Pat Williams, a member of the women's golf association, to be appointed to the Oak Hills Park Authority. Mrs. Waltersinquired as to the status of the search for a new golf pro. She commented that she had given resumes she'd received to the Oak Hills Park Authority Human Resource/ Policy Committee and now the applicants are contacting her to get an update. She asked that the committee provide them with an update.

Stephen Bentkov stated that he is concerned that the $15,000 budgeted to purchase new tee markers to replace the current granite is a bad plan. He suggested that the funds would be better spent on fixing the golf course. Mr. Bentkov stated that he is concerned that there may not be a pro shop at Oak Hills. He stated that Oak Hills isn'tputting forth a great deal of communication and specifically, that the public was not notified that the special meeting on February 1, 2012 was canceled or that it was subsequently rescheduled for February 2, 2012.

Mr. Bentkov commented that he is not opposed to a non-resident card though he doesn't feel the course is in good enough condition to warrant charging non-residents $200 for a card that requires them to play at least 8 rounds of golf to breakeven. He provided the Authority with a non-resident fee structure with a choice to buy a pass for 3 rounds or 5 rounds of golf. Mr. Bentkov advised the Authority to begin updating the public in some way in order to improve its rapport with the public,noting that Richter Golf Course publishes a monthly newsletter.

Marianne Cappiello stated that the website has still not been updated except for the blog and suggested that Oak Hills develop an email newsletter to send to those who provide an email address. She inquired when Oak Hills would open to sell cards since the season start is only 6 weeks away and noted that Oak Hills is potentially losing business to the other courses the longer it waits to sell cards. She stated that meanwhile the course is not open but Oak Hills has allowed golfers to play at no charge. She reported that the Women's Golf Association appreciates Mr. Vorio meeting with them. She informed the Authority that the Women's Golf Association is not in favor of replacing the granite tee signs and instead suggested the proposed sign be attached to the granite tee marker which she has researched how to do. She noted that they have also researched how to restore the granite markers for $70 and have members willing to volunteer to do the work. Mrs. Cappiello stated that the drainage work looks good.

INTERIM DIRECTOR REPORT

Mr. Vorio reported that if the weather cooperates the course would open on March 15, 2012.
He stated that course improvements are going as planned. He thanked the City for their guidance and assistance.

Mr. Vorio reported that as Rick's Main Roofing replaced the roof on the tennis building they found two pieces of damaged plywood which they replaced free of charge.

Mr. Vorio stated that they found out that theChelsea reservation system had to have a major softwareupdates installed and the new fee prices entered at the same time. He stated that due to Chelsea's busy schedule this process could not begin untiltoday. Ms. Lemmon expect the work to be completed by or before March 1, 2012 and that no ID cards can be sold until the update was completed. The Authority discussed the software update and a plan to accept money and sell cards if the system is not ready by March 1 and to hold a special meeting if the update is not been completed in 7 days.

Mr. Vorio reported that he has been scheduling tournaments as the requests are sent to him. He reported that the Mayor's Trophy Tournament wouldbe a Shotgun start at 8:30 am on July 23, 2012. Mr. Vorio stated that this tournament is a fundraiser and the proceeds go toward golf course improvements.

Mr. Vorio reported that the restaurant installed the required grease trap and has received a permit from WPCA.

Mr. Vorio reported that the Mr. Gocke, the current tennis lease holder, submitted a letter asking the Authority to publish a RFP for the new tennis lease this month. The Authority Members and Mr. Vorio discussed the request.
Mr. Vorio reported that he met with both the Oak Hills Men's Golf Tournament committee and Women's Golf Association to listen to their concerns and suggestions. He stated that due to their concerns regarding purchase of the new tee signs he has decided not to purchase the new tee signs and reallocate the $15,000 to course capital improvements.

****MR. CORSELLO MADE A MOTION TO AUTHORIZE MR. VORIO TO REQUEST THE BOARD OF ESTIMATE AND TAXATION APPROVE A CHANGE IN CAPTIAL EXPENDITURE OF $15,000 PREVIOUSLY FOR THE PURCHASE OF TEE SIGNS ANDTHE FUNDS BE APPRORIATED TO COURSE IMPROVEMENTS.**
****MRS. GIANDURCOSECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Mr. Vorio commented that in he believes the success of 2012 season will depend on an open line of communication and team work between the management, the golfers and the Authority. Mr. Mount encouraged Mr. Vorio to keep up the good work.

SUPERINTENDENT REPORT

Mr. Vorio advised theAuthority that snow insulates the greens while letting the air circulate. He noted that the greens and fairways didn't get protected from snow this year so he expects that it will take longer for the grass to come out of dormancy this season.

He spoke to DPW about replacing the curbs at the entrance to the Park and is optimistic that DPW will knowing thatthe Mayor directed the City Departments to assist the Park. Mr. Vorio and the Authority Members discussed a newopen space property adjacent to the Park.

Mr. Schauer reported that the crew has completed the work to the drainage on the 13thbunker and are currently working to install a French drain on the 7th fairway, a catch basin on the 1st hole, and have shapedunleveled ground in areas. He noted that several tree's and branches were removed after a recent wind storm. He reported that the mechanic has made progress getting the equipment ready for the new season and the tree warden would be contacted and asked to post several dead trees for removal.

Mr. Schauer advised the Authority that over the next month and a half the grounds crew would be short-staffed due to vacation that has to be taken before March 31, 2012.

Mr. Schauerencouraged the Authority to view the project photos on the blog pageOHPGCM.blogspot.com. Mr. Corsello noted that several people have made positive comments about the blog to him. Mr. Vorio reported that Mr. Schauer has uploaded the Oak Hills Golf Course 2007 USGA Needs Analysis Report for the public to review.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Cifatte reported that Quattro Pazzi has installed the required grease traps and continues to be open during the winter for dinner on Friday and Saturday evenings and for private parties.

Mr. Cifatte stated that the tennis RFP is ready for bid but he was waiting until April as in the past. He noted that he would contact Mr. Gocke. Mr. Englert mentioned that in a past tennis lease Oak Hills had an override clause to collect added revenue if the tennis vendor is extremely successful and the right to examine the records. Mr. Cifatte noted that Mr. Gocke's current lease does not contain an override clause but it does include the latter. Mr. Vorio recommended that the tennis RFP be reviewed by the City Purchasing Department and Mr. Barron as he had done with the cart RFP. Ms. Lemmon noted that the Authority should publish the tennis RFP bid on the Citywebsite to obtain the highest bid. The Authority discussed the matter further. Mr. Cifatte advised the Authority that he would bring the tennis RFP to the City and mention the clause to Gerald Foley.

Mr. Virgulak inquired whether Quattro Pazzi would pay the $800 to clean up the sewer last year. Mr. Cifatte replied that Quattro Pazzi was not willing to pay the bill when he last spoke to them about it but he would approach them again. The Authority discussed the newly installed grease trap.
Mr. Virgulak advised the Authority that the Mayor would like to sit down to discuss with the restaurateur how to improve the amenities for the golfers. Mr. Mount and Mrs. Giandurco agreed that the market committee would like to attend and offer suggestions as well. Mr. Cifatte agreed to set up a meeting.

Greens, Facilities & Water Use Committee

Mr. Kementzides had no new information to report. Ms. Lemmon stated that status on the water permit release is unchanged.

Mr. Kementzides asked if the course would open sooner if the mild weather continued. Mr. Vorio replied that he would recommend waiting until the weather temperature is more consistent. He noted that the greens are in dormancy and too much foot traffic early on could cause the greens to go into stress during the peak months. The Authority discussed a reduced fee to play before the season starts, how to afford to pay personnel to collect the fees and selling golf cardsfrom locations other than Oak Hills.

Finance Committee
Ms. Lemmon reported that Katherine Schauer is managing the quick booksystem and is notifying the any vendors with direct draft access to the Oak Hills bank account that they no longer have that option and must submit an invoice to Oak Hills for payment.

Ms. Lemmon thanked Mr. Englert for reducing his fee to prepare the last audit and all the he time he has volunteered to prepare W2 forms, IRS, DRS reports and deal with many other issues. The Authority agreed that Mr. Englert should submit an invoice and Oak Hills would pay it when possible.

Ms. Lemmon reported that the bookkeeper Pat Porembahas resigned from her position and Ms. Lemmon would work through the Human Resource /Policy Committee to find a replacement.

Ms. Lemmon advised the Authority that Mr. Englert was able to use information Mr. Guyer extracted from the Chelsea reservation system to provide Mr. Barron with the revenue unit cost model to input into the 5 year budget as required by the BET. Ms. Lemmon advised the Authority that Mr. Guyer is currently doing a QA/QC on the model and would update it with the new rates to derive a new unit cost and determine how it affects the bottom line of the 5 year budget. Ms. Lemmon stated that this would determine an actual budget net cumulative gain or loss.

Mr. Virgulak stated that the Authority can appoint a non-Authority member to an Authority committee if the Members agree to it.
****MS. LEMMON MADE A MOTION TO APPOINT MR. GUYER TO SERVE ON THE FINANCE COMMITTEE.**
****MR. MOUNT SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Ms. Lemmon noted that neither she nor Mr. Englert had a chance to review the drafts of the financial statements she distributed due to anemail transmission error. She stated that once they have reviewed them the statements would be sent to the Authority Members.

Ms. Lemmon reported that the 5750 Park Maintenance chemical account line item has been tweaked but it must be reviewed to be sure it is correct as well as some other budget streamline measures that were put into place. Mr. Englert advised the Authority that when the bookkeeper updated the bookshe noticed that the November and December financials were not the same and when he looked into it he found that a January inventory purchase got posted in the previous months throwing off the historical financial data. Mr. Englert stated that once a financial month is closed no changes can be made. He stated that a notation can be attached to a current month’s expenseto relate it back to a prior financial period if needed.

Ms. Lemmon advised the Authority that Oak Hills has a 2007 USGA Needs Assessment so Oak Hills will not need to spend $10,000 for an assessment required by the BET.She stated that Mr. Barron approved the use of the 2007 USGA assessment. She reported that as a favor to her a contractor who has worked for Richter Park will help Mr. Vorio estimate budgetary costs for the projects in the assessment.The Authority discussed the information and how to re-appropriate the $10,000 to another project.

Mr. Vorio stated that Mr. Barronrequested a list of items to re-appropriate $10,000 toward and he advised the Authority that he would also provide the personnel information and updatethe breakdown of the $80,000 Mr. Barron requested. The matter was discussed further. Ms. Lemmon stated that the Authority has to stay within the budget but figure out how to reinstate manpower which may mean moving budget funds from other lines and into personnel.

Legal Committee
Mr. Corsello stated that he has a couple of litigation items to discuss in executive session.

Marketing Committee
Mrs. Giandurco advised the Authority Members that the committee has outlined a series of press releases on varying topics to publish between now and March, included would be an outreach membership drive for the Oak Hills golf association's. Mrs. Giandurco stated that she would update the website with new rate fees and all contact information. She plans to send out email blast,in conjunction with the press releases,to ramp up for the start of the new season. She stated that once the Chelsea system is available she will announce the non-resident card fees in a letter to Recreation Departments in surrounding towns as well as newspapers and online news sources. She plans to update the Oak Hills Facebook page and link the blog to it.

She stated that she looks forward to meeting with Mr. Cifatte, the Mayor and the owners of Quattro Pazzi. Mr. Moount suggested that the Mayor and Chief of Police be invited to play on opening day as well as in the Mayors Trophy. Mrs. Giandurco advised the Authority that the committee would develop a tournament show sheet that includes restaurant information and proposed a Thursday tournament deal. Mr. Virgulak asked the Marketing committee that while they are contacting yearly tournament organizers to reach out to past organizers to sign up their tournaments at Oak Hills.

Mr. Englert notified the Authority that the 2012 rate card fees for Non-Resident weekend rates presented and voted on by the BET may have been submitted as $50.00instead of $53.00.
****MS. LEMMON MADE A MOTION TO CORRECT A SCRIBNERS ERROR TO REFLECT THAT THE 2012 NON-RESIDENT WEEKEND RATE IS $53.00 NOT $50.00.**
****MR. MONTE SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Human Resource & Policy Committee
Mr. Mount notified the Authority that one of the reasons the February 1, 2012 meeting was canceled was that the Authority hadn't followed a protocol. He has spoken to Common Council and it has been explained to him thatanyOak Hills Park Authority committee meetings with 2 or more members in attendance must publish the meeting for the public to attend. He reported that in general, theyearly meeting schedule, a meeting agenda and the meeting minutes must be filed with the City Clerk who posts the information on its webpage.
Mr. Mount distributed a memo on the Freedom of Information Act (FOIA)and the Authority discussed the information and the expectation that the City Clerk would soon have guidelines for publicizing the meetingsfor all Boards and Commissions.

Mr. Mount stated that the committee is working to edit and revise the employee handbook to underline job expectations, benefits and add a section on customer service so that employees know thata high level of service is a requirement for working for Oak Hills Park Authority and at the golf course. Mr. Mount stated that he has a personnel matter to discuss in executive session.

Mr. Mount stated that he and Mr. Vorio would review the resumes for a new golf pro but they need to know what the Authority is able to pay a golf pro. The Authority agreed a golf pro was important to run tournaments, provide a junior golf camp and pro shop. The Authority discussed the matter further. Mr. Mount added that when they have some definite candidates he would involve some non-authority members to help the committee make a decision.

****MR. CORSELLO MADE A MOTION TO AUTHORISE THE HUMAN RESOURCE COMMITTEE TO** INTERVIEW POTENTIAL GOLF PRO'S AND OFFER COMPENSATION WHICH INCLUDES A **SALARY OF UP TO $20,000,HOUSING, FULL OPERATION OF THE PRO-SHOP RENT FREE AND REVENUE, PLUS ADULT LESSONS AND THE JUNIOR GOLF PROGRAM AND REVENUE DERIVED FROM BOTH.**
****MR. MOUNT SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**
The Authority discussed what insurance and/orlicense a golf pro needs to run junior golf camps.

Mr. Mount reported that there is no guarantee of future employment until the Authority knows the final financial numbers but he would say that employment would depend on the workers willingness to provide customer service. He stated that once the employee handbook is completed the committee will meet with the employees to discuss the service goals then develop a work schedule.

Master Plan Committee
Mr. DePanfilis had no new information to report.

OLD BUSINESS

Mr. Vorio reported that the cart RFP was completed with the help of Mr. Foley and Mr. Barron. He stated that the bid was posted on the City website on Wednesday, February 15, 2012 and are due on March 7, 2012. He stated that they included an official beverage cart in the bid. The Authority discussed scheduling a meeting to approve a bid winner prior to the March 15, 2012 meeting. Mr. Vorio replied that he would contact Mr. Foley to determine when he can review the bids and advise the Authority Members.

Mr. Vorio stated that the Mr. Foley and the City Attorney have found two potential discrepancies' in the copier lease and plan to send a letter to the leasing company. The Authority and Mr. Englert discussed asking the City Attorney's advice regarding withholding payment to the leasing company while the issue is being examined.

NEW BUSINESS

The Authority Members discussed and recognized that a chain of command process follows that the Authority Members and the Interim Director would communicate information and issues to the Chairman, Mr. Virgulak, who would in turn determine which committee would handle the information. Mr. Mount noted that this measure would promote transparency and cohesiveness within the group. Mr. Englertrecognized that the Interim Director must be able to handle daily operational responsibilities without discussing each item with the Chairman. Mr. Virgulak agreed but requested that Mr. Vorio follow the chain of command and bring personnel matters to the Authority Chairman for consideration and direction prior to speaking to a committee.

****MR. CORSELLO MADE A MOTION TO RECOGNIZE THAT AN AUTHORITY MEMBER AND THE INTERIM DIRECTOR WITH AN ISSUE OR CONCERN, OTHER THAN DAILY OPERATIONAL MATTERS, WILL COMMUNICATE SUCH TO THE CHAIRMAN AND BE REFERRED TO A SPECIFIC COMMITTEE.**
****MR. KEMENTIZIDES SECONDED THE MOTION.**
****THE MOTION PASSED. MS. LEMMON ABSTAINED FROM VOTING.**

Mr. Vorio reported that he has notice of conditional approval to receive the State Non-Point Pollution Grant but Oak Hills must provide one additional item beyond the labor and engineering services,to meet the Authorities portion of the matching grant requirement. Mr. Vorio stated that the State agreed to the City Conservation Officer suggestion to consider a Nutrient Management Plan by Oak Hills to fulfill the matching portion and now Mr. Vorio needs written documentation from the Authority agreeing to the Nutrient Management Plan.
He stated that he has put most of the components of the planinto effect last year. He distributed a summaryof theNutrient Management Plan he would prepare and submit to the State and explained the plan components, including protection of watercourses via improvements for the buffer strips.

****MRS. GIANDURCO MADE A MOTION TO APPROVE THE NUTRIENT MANAGEMENT PLAN NEEDED TO MEET THE MATCHING GRANT REQUIREMENT AND RECEIVE THE STATE NON POINT POLLUTION GRANT AS SUBMITTED BY MR. VORIO.**
****MR. CORSELLO SECONDED THE MOTION.**
****THE MOTION PASSED.**

The Chair adjourned the meeting at 9:40 p.m.and entered into an executive session to discuss litigation and personnel matters. The executive session adjourned at 10:15 p.m.

****MRS. GIANDURCO MADE A MOTION TO APPROVE A PAYMENT TO MR. VORIO FOR 20 DAYS ACCRUED VACATION TIME. THE AUTHORITY MEMBERS AGREED THAT DUE TO EXTENUATING**

CIRCUMSTANCES, A PAYMENT WAS A PRACTICAL NECESSITYSO THAT MR. VORIO NEITHER LOSEEARNED VACATION NOR TAKE VACATION AT THIS TIME.
****MR. MOUNT SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

****MR. CORSELLO MADE A MOTION TO AUTHORIZE MR. VIRGULAK TO SIGN A LETTER PREPARED BY MR. CORSELLO TO NOTIFY ALL VENDORS THAT MR. GRILLO AND MRS. FRANGENES ARENO LONGER EMPLOYEED BY OAK HILLS PARK GOLF COURSEAND TO CONTACT MR. VORIO.**
**** MS. LEMMONSECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting at 10.25 p.m.

****MR. MOUNTMADE A MOTION TO ADJOURN THE MEETING.**
****MS. LEMMON SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,
Sheila Dravis