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**CITY OF NORWALK
BOARD OF ESTIMATE AND TAXATION
SPECIAL MEETING
DECEMBER 6, 2021
VIA TELECONFERENCE**

ATTENDANCE: Edwin Camacho, Chair; Mayor Harry Rilling; James Frayer;
Troy Jellerette; Artie Kassimis

STAFF: Henry Dachowitz, Chief Financial Officer; Irene Dixon, City
Clerk; Rita Nigri, Grants Administrator

OTHERS: Joseph Andrasko, Oak Hills Park Authority

Mr. Camacho called the meeting to order at 6:33 p.m.

Ms. Dixon called the Roll as indicated above. A Quorum was present.

1. APPROVAL OF MINUTES

November 1, 2021 – Regular Meeting

**** MR. JELLERETTE MOVED TO APPROVE THE MINUTES OF
NOVEMBER 1, 2021**

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The following correction was made to the minutes of November 1, 2021:

Page 4: Mr. Frayer said he did not believe he asked about the unlimited golf passes.

**** MOTION PASSED AS CORRECTED**

2. **SPECIAL APPROPRIATIONS AGENDA** (Section A) None

3. **TRANSFER AGENDA** (Section B)

Mr. Dachowitz reviewed the transfer agenda items. He introduced Ms. Nigri, the new Grants Coordinator. Ms. Nigri reviewed her background.

**** MR. KASSIMIS MOVED TO APPROVE THE FINANCE DEPARTMENT
TRANSFER REQUEST FOR \$2,573**

**** MOTION PASSED UNANIMOUSLY**

Mayor Rilling reviewed the transfer request from the department of Recreation and Parks. He added that they are keeping track of all Covid related expenses in the event they are reimbursable.

**** MR. FRAYER MOVED TO APPROVE THE RECREATION AND PARKS
TRANSFER REQUEST FOR \$12,000**

**** MOTION PASSED UNANIMOUSLY**

FISCAL YEAR 2021-22:

FINANCE:

From		To		Amount
01-9600-5900	Contingency	01-1310-5235	Membership, Dues & Subscriptions	\$2,573

This transfer is to pay for Membership, Dues and Subscriptions for the new Grants Coordinator.

Finance recommends approval.

RECREATION AND PARKS:

From		To		Amount
01-4109-5235	Supplies	01-4150-5298	Other Contractual Services	\$12,000

This transfer is to pay for Portable Toilets due to various COVID-19 pop-up events.

Finance recommends approval.

4. **OTHER BUSINESS** (Section C) None

5. **ADDITIONAL INFORMATION** (Section D)

Financial Reports

- Oak Hills Financial Status – October
- Oak Hills Audited Financials – June 2021

Mr. Andrasko highlighted Oak Hills financial report. He explained that he was told the restaurant could open as early as this weekend. They are working on building the cart paths and expect that project to be done before the deep freeze sets in.

The audit report has been completed and sent to the City of Norwalk. There is no evidence of internal fraud. The completed audit triggers a 1% annual revenue payment to the City. That ends up being \$22,000.

Mr. Andrasko discussed non-revenue rounds and the concept of paying the regular rate at \$2.00 per round. He said he believes the Oak Hills Park Authority wants to have more discussions on this subject. He added that after doing a deeper analytics, it was determined that non-revenue rounds should be included. All of the rounds should be classified as being owed to the City.

Mr. Andrasko said the barter rounds will be negligible going forward. He said that after discussions with the Authority, they will aggregate all rounds from fiscal year 2022 and apply the \$2.00 rate. They will cut a check for the City.

Mr. Camacho asked about the benefit to Oak Hills when they offer barter rounds. Mr. Andrasko said it was good advertisement among golf pros. He said there is the traditional contractor barter concept and their booking company has deeply discounted rounds they sell at a discount. They are classified as barter rounds. Mr. Dachowitz said he would consider the booking company rounds as comp rounds. Using the word barter is misleading.

Mr. Jellerette pointed out that at the last meeting, Mr. DePalma said they would no longer offer barter rounds, but Mr. Andrasko said the barter rounds would be negligible. Mr. Andrasko said they will no longer offer barter rounds, except through their booking company. Mr. Dachowitz said the booking company was making money on the discounted rate.

Mr. Camacho left the meeting at 7:00 p.m.

Mr. Frayer asked if Oak Hills gets compensated if, for example, the booking company books 100 rounds. Mr. Andrasko said he will confirm, but believes, Oak Hills does not get any revenue from those rounds. Mr. Jellerette said the course must be getting something.

Mr. Dachowitz asked if the booking company gets only the free rounds or does Oak Hills pay for the service. Mayor Rilling noted there was no longer a Quorum and suggested getting a complete update on how this process works.

Mr. Dachowitz made a technical point. He said that the only responsibility of the CPA regarding fraud is if they stumble across it; there is no assurance there is no fraud.

Mr. Jellerette asked if there are plans to offer unlimited rounds this year. Mr. Andrasko said the current plan is to continue offering unlimited rounds.

The remainder of the agenda items were for informational purposes.

- Year-to-date Capital Budget Report – FY 2021-22
- Year-to-date Operating Expenditure Report – FY 2020-22
- Year-to-date Operating Revenue Report – FY 2021-22
- Police Wages
- Fire Wages
- Public Works Wages
- Year-to-date BOE Operating Expenditure Report – FY 2010-22
- Tax Collector's Narrative – October 2021
- Tax Collector's Report – October 2021

**** MR. FRAYER MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 7:06 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

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